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Getting Started

In this section:

- Find out some basic information about Personalize 'N Stitch 2.0.
- Learn how to install Personalize 'N Stitch 2.0.

The Personalize 'N Stitch 2.0 Package

Each Personalize 'N Stitch 2.0 package includes the following components:

- Personalize 'N Stitch 2.0 Instruction Manual.
- Personalize 'N Stitch 2.0 CD-ROM.



We recommend that you follow the procedures outlined here to ensure that you install Personalize 'N Stitch 2.0 correctly.

Personalize 'N Stitch 2.0 System Requirements

- Pentium IV 2.0 GHz Processor or higher
- Windows®2000, XP, or Vista operating system
- 512 MB RAM
- 1GB available hard drive space
- CD-ROM drive
- 1024 x 768 display
- Mouse




Terms Used in the Manual

In the Personalize 'N Stitch 2.0 program, there is often more than one way to activate the same function or feature. For example, you can select a function from a drop-down menu, a tool bar or in some cases entering a shortcut key combination.

When a procedure states that you must click on a tool with your mouse, a picture of that tool will also appear in the manual.

Icons Used in the Manual

There are three main icons used in the Personalize 'N Stitch 2.0 manual: Notes, Caution and Tips icons.

Icon	What is it used for
	This Notes icon indicates a key piece of information. You should pay close attention to anything beside this icon.
	This Caution icon alerts you to pay attention to potential actions. Your actions could result in inferior embroidery data, data loss or other negative results.
	This Tips icon indicates a piece of information that will be helpful to you. The helpful tips enable you to better understand how the software works.

What Can I do with Personalize 'N Stitch 2.0?

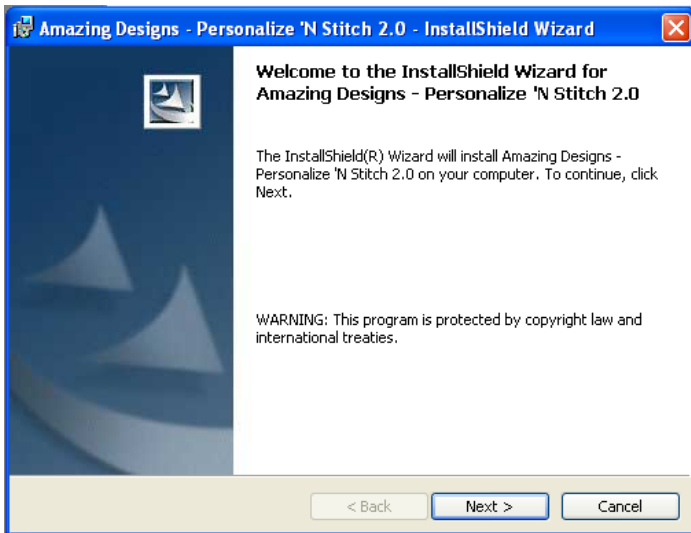
In Personalize 'N Stitch 2.0, you can do any of the following and more:

- Open and save BLF outline files
- Convert designs to other formats
- Add lettering to designs for instant personalization
- Create Monogram designs
- Create Single Line, Multi-line, and Arc lettering
- Create multi-color lettering
- Place lettering along a linear shape with the Path Text tool
- Use the envelope feature for normal and monogram text
- Use individual kerning tools with monograms, normal text, multiline text and arc text
- Check spelling of text segments
- View designs in Realistic Preview mode
- Preview designs on a garment setting with the Garment Preview
- Select a fabric pattern for the background of designs
- Preview designs before printing, and print design with color information
- View the stitching process using the Stitch Edit tool bar
- Search for files in multiple locations simultaneously with the Browser feature
- Copy, paste and merge designs
- Insert trim commands
- Align segments at the left, right, top, bottom or center of a design
- Create and save custom-sized rectangular and round hoops through the Select Hoop dialog
- Instantly see what each of the Personalize 'N Stitch 2.0 tools does with the What's This? tool
- Use with Amazing Designs Edit 'N Stitch to expand design creation possibilities

Installing Personalize 'N Stitch 2.0

To install the software:

- 1 From the Windows Desktop, close all open programs.
- 2 Insert the Personalize 'N Stitch 2.0 CD into the CD-ROM drive.
You see the Setup dialog.
- 3 To begin the install, click Install.
You see the Amazing Designs - Personalize 'N Stitch 2.0 - InstallShield Wizard introductory screen.



- 4 Click Next to continue.
We recommend that you read the License Agreement carefully and completely.
- 5 Follow the instructions on each screen.

Activating Personalize 'N Stitch 2.0

Initially you can use the Personalize 'N Stitch 2.0 software for up to 30 days without a license. To use it in this 30-day trial mode, select this option when you install the program. Each time you run the program the remaining number of days in the trial period will be displayed.

Any time during the evaluation period you can start the license activation using the Help menu. You can choose one of the following options to obtain a license:

- Automatically through the Internet (requires Internet connection).
- Providing an unlocking key given to you by phone or e-mail.
- Transferring a license from another computer.

Obtaining a License on the Internet

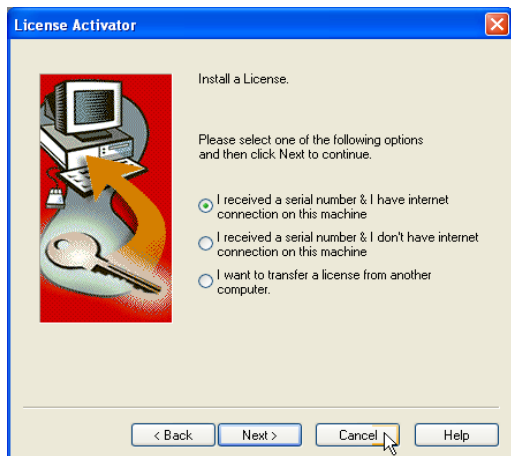
If you received a product serial number with the program, the number can be used to obtain a license. If you have an Internet connection, you can have the program automatically obtain a license.

To obtain a license from the Internet:

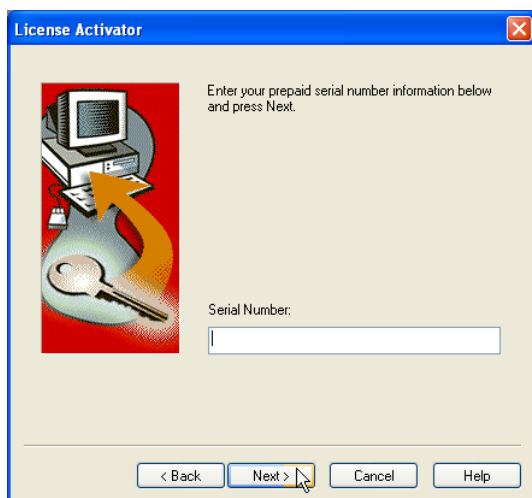
- 1 To open the Personalize 'N Stitch 2.0 License Activator Wizard, select one of the following procedures:
 - ♦ If you are using the 30-day trial mode for Personalize 'N Stitch 2.0, choose Help—Open License Activator.
 - ♦ If your 30-day trial mode has expired, double-click the Personalize 'N Stitch 2.0 link on your computer desktop.*You see the Personalize 'N Stitch 2.0 License Activator Wizard.*



- 2 Select the Install a license option and click Next.
You see another License Activator Wizard page.



- 3 Select *I received a serial number and I have internet connection on this machine* and click Next.
You see another License Activator Wizard page.



- 4 In the Serial number field, enter the serial number you received.



The serial number is located on the Personalize 'N Stitch 2.0 install CD case.

- 5 Click Next to continue.
You see another License Activator Wizard page.
- 6 To finish obtaining a license for Personalize 'N Stitch 2.0, click Finish.

Obtaining a License without Internet Access

If you do not have an Internet connection, you will need to contact Amazing Designs support to obtain a license. Please call 1-866-336-8329 or visit www.amazingdesigns.com for contact information.

To obtain a license without Internet access:

- 1 To open the Personalize 'N Stitch 2.0 License Activator Wizard, select one of the following procedures:

- ♦ If you are using the 30-day trial mode for Personalize 'N Stitch 2.0, choose Help—Open License Activator.
- ♦ If your 30-day trial mode has expired, double-click the Personalize 'N Stitch 2.0 link on your computer desktop.

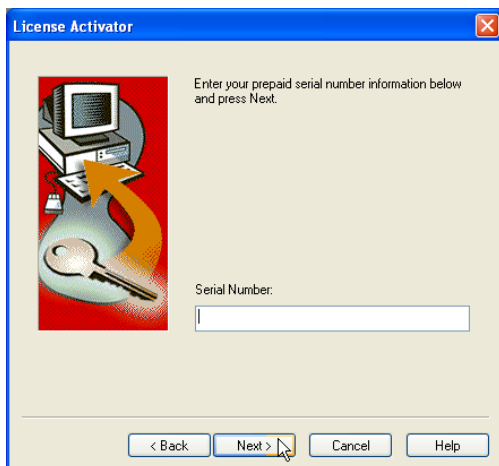
You see the Personalize 'N Stitch 2.0 License Activator Wizard.



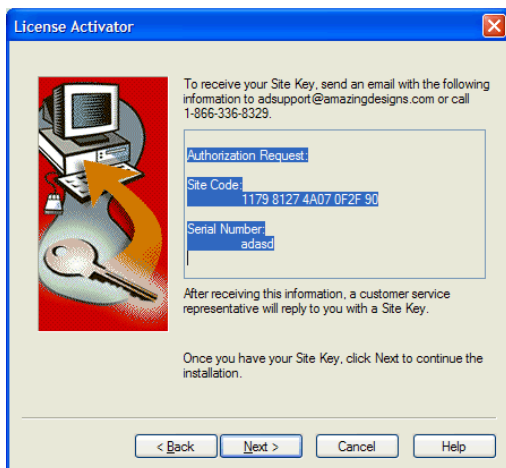
- 2 Select the Install a license option and click Next.
You see another License Activator Wizard page.



- 3 Select *I received a serial number and I don't have internet connection on this machine* and click Next.
You see another License Activator Wizard page.



- 4 In the Serial Number field, enter the number you received, and click next to continue.
You see another License Activator Wizard page, which provides an Amazing Designs Site Code.



- 5 E-mail the Site Code and your serial number to the address shown on this License Activator page or call the number provided to speak to a member of the Amazing Designs support team. When you receive the reply with the Site key click Next to continue the installation.

You see another License Activator Wizard page.



- 6 Enter the Site Key you were given for your computer. Click Next to continue.
You see another License Activator Wizard page.
- 7 Click Finish to complete your installation.

Transferring a License from a Second Computer

If you are running an installation of Personalize 'N Stitch 2.0 on your computer, without a license, you can transfer an existing license from a second computer. You can copy a Personalize 'N Stitch 2.0 license onto a floppy disk, USB device or network

directory folder. Only the Personalize 'N Stitch 2.0 installation with a license can run the software.



If you are using the 30-day trial, it is considered a temporary license.

To transfer a license to a floppy disk:

- 1 On the computer without a license, open Personalize 'N Stitch 2.0.

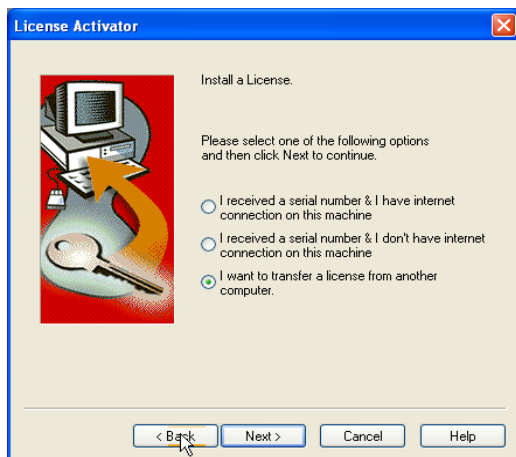


The first time you open Personalize 'N Stitch 2.0 you will see the License Agreement dialog. To continue, click I agree.

You see the Personalize 'N Stitch 2.0 License Activator Wizard.

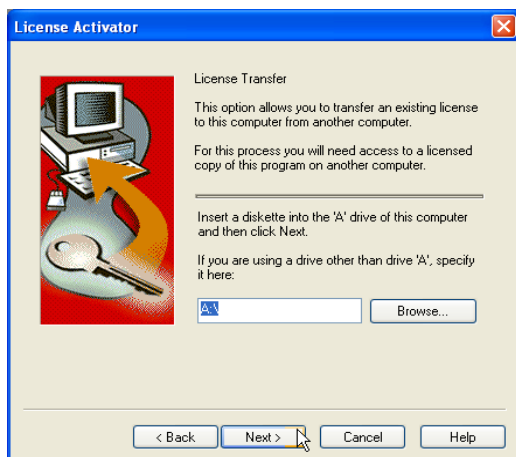


- 2 Select the Install a license option and click Next.
You see another License Activator Wizard page.



- 3 Select *I want to transfer a license from a second computer* and click Next.

You see another License Activator Wizard page.



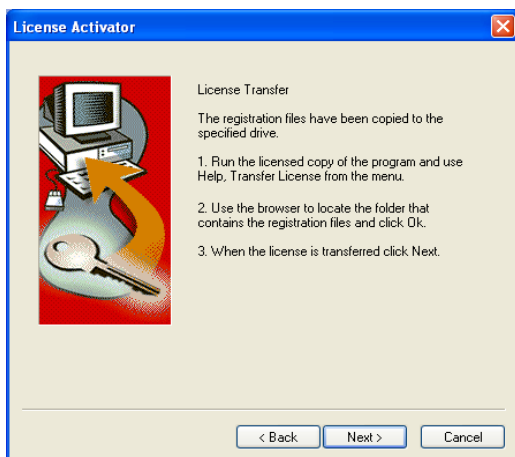
- 4 Insert an empty floppy disk into your A:\ drive.



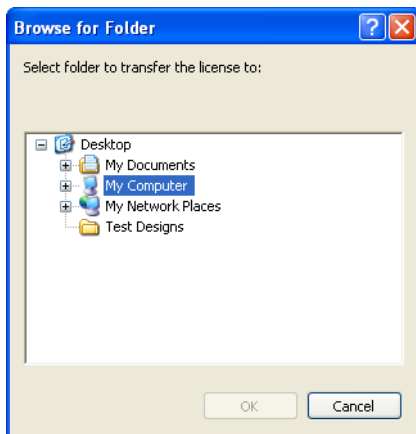
To transfer your license to another media see the following procedures "To transfer a license to directory or USB device".

- 5 Click Next and a registration file will be copied to your floppy disk.

You see another License Activator Wizard page. Leave this wizard page open.



- 6 Remove your floppy disk.
- 7 On the computer with a license, open Personalize 'N Stitch 2.0 and insert the floppy disk into your A:\ drive.
- 8 Choose Help—Transfer License.
- You see the Browse for Folder dialog.*



- 9 Browse to your A:\ drive that contains your floppy disk.



To transfer your license to another media see the following procedures "To transfer a license to directory or USB device".

- 10 Click OK.

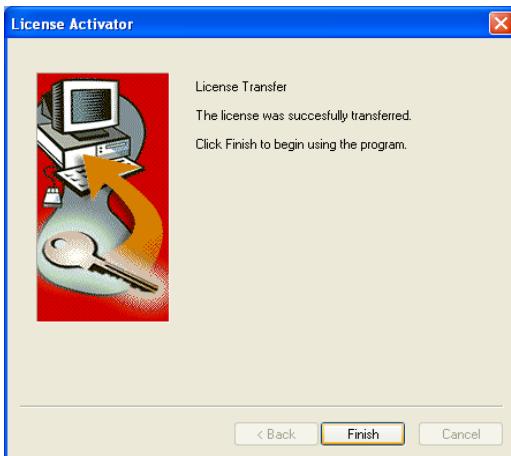
You see the License Transfer confirmation dialogs. Click OK. Personalize 'N Stitch 2.0 will shut down.

The installation of Personalize 'N Stitch 2.0 on this computer will no longer have a license.

- 11 Remove your floppy disk.

- 12 On the computer without a license, insert your floppy disk into the A:\ drive and click Next.

The license will be copied to this installation of Personalize 'N Stitch 2.0. You see another License Activator Wizard page.



- 13 Click Finish.

Personalize 'N Stitch 2.0 will be launched. You can begin using Personalize 'N Stitch 2.0 on this computer.

To transfer a license to directory or USB device:

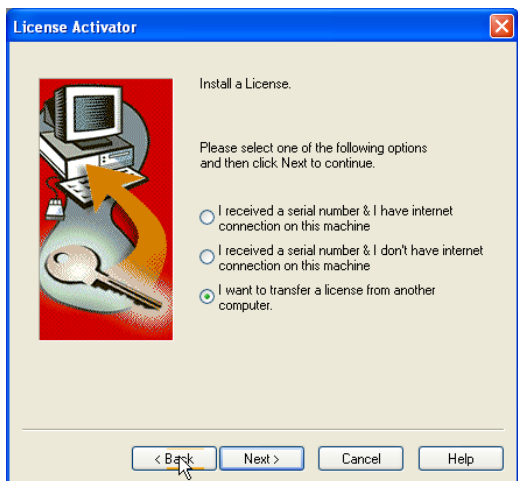
- 1 On the computer without a license, open Personalize 'N Stitch 2.0.

You see the Personalize 'N Stitch 2.0 License Activator Wizard.



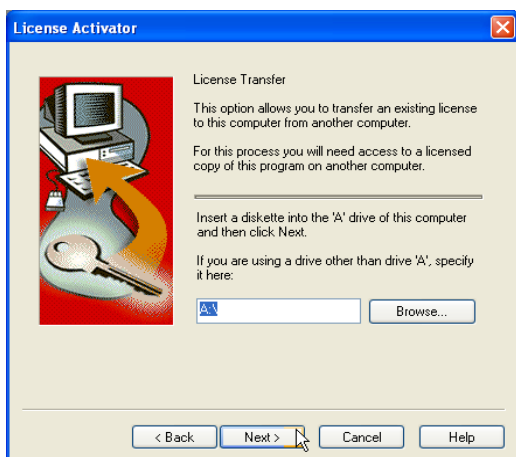
- 2 Select the Install a license option and click Next.

You see another License Activator Wizard page.

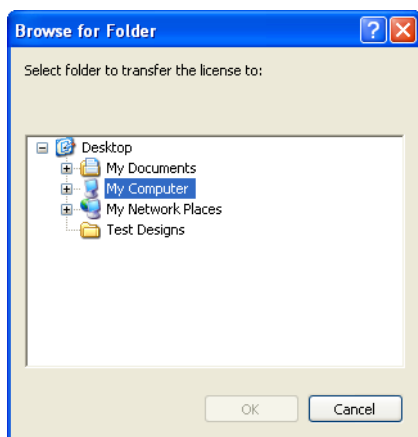


- 3 Select *I want to transfer a license from a second computer* and click Next.

You see another License Activator Wizard page.



- 4 Click Browse and locate the network directory you want to transfer your license to.
- 5 Click Next.
You see another Personalize 'N Stitch 2.0 License Activator Wizard page. Leave this wizard page open.
- 6 On the computer with a license, open Personalize 'N Stitch 2.0.
- 7 Choose Help—Transfer License.
You see the Browse for Folder dialog.



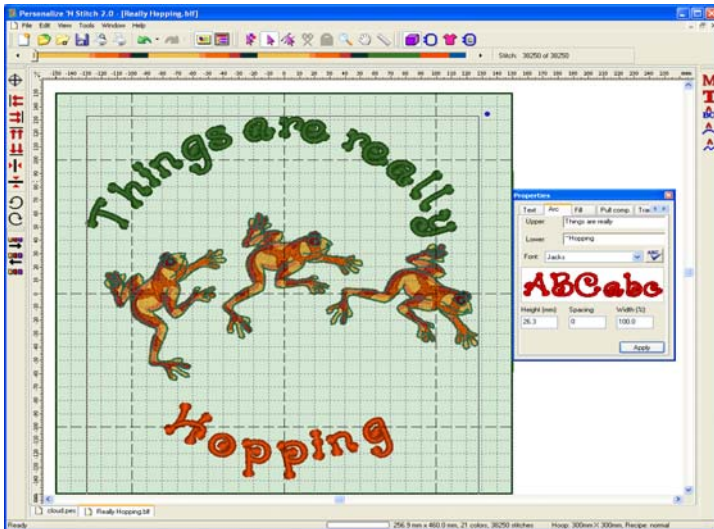
- 8 Browse to the location of the specified network directory or USB device you want your license transferred to.
- 9 Click OK.
You see the License Transfer confirmation dialogs. Click OK. Personalize 'N Stitch 2.0 will shut down.
The installation of Personalize 'N Stitch 2.0 on this computer will no longer have a license.
- 10 On the computer without a license, click Next.
The license will be copied to this installation of Personalize 'N Stitch 2.0. You see another License Activator Wizard page.
- 11 Click Finish.
Personalize 'N Stitch 2.0 will be launched. You can begin using Personalize 'N Stitch 2.0 on this computer.

Opening and Closing Personalize 'N Stitch 2.0

To open the software:

- Do one of the following:
 - ♦ Double-click the Personalize 'N Stitch 2.0 icon created on your desktop.
 - ♦ Choose Start—All Programs—Amazing Designs—Personalize 'N Stitch 2.0.

You see the Personalize 'N Stitch 2.0 design workspace.



Personalize 'N Stitch 2.0 design workspace

To close Personalize 'N Stitch 2.0:

- Do one of the following:
 - ♦ Choose File—Exit.
 - ♦ Enter Alt+F4 on your keyboard.

Backing up files

Microsoft Windows® comes with an efficient file Backup program called Microsoft Backup. We recommend you use Microsoft Backup to backup files and designs on a regular basis. Backing up your work protects your designs in case the data on your computer is lost or damaged.



If Microsoft Backup is not currently installed on your computer, refer to the Windows®2000/XP/Vista Online Help for installation instructions.

To back up files:

- 1 Click Start.
- 2 Choose All Programs—Accessories—System Tools—Backup.
- 3 Follow the instructions provided.

If you have any problems, consult the Microsoft Backup's Online Help.

Supported Embroidery File Formats

Personalize 'N Stitch 2.0 supports a wide variety of home and commercial file formats. Condensed formats allow more options in resizing and editing. These formats are designed for optimum performance in resizing. Expanded formats allow less options in resizing and editing. When resizing the condensed or expanded formats listed, the stitch count will be recalculated to properly suit the new size. Multiple resizing, however, is not recommended for expanded formats in the same session.

The following file formats are supported in Personalize 'N Stitch 2.0.

Outline File (BLF)

BLF files are working files that contain both outlines and stitches, allowing for the highest level of design editing. It is

recommended that you first save all working files as *.blf to preserve the outlines and then export to the machine file format you want.

Bernina/Artista (ART)

ART files are expanded file formats that work with Artista software. Catalog It! supports reading of designs (stitch information only) from Artista software versions 1-3.

Baby Lock/Brother/Bernina (PES)

PES files are expanded file formats that work with Baby Lock Palette, Bernina Wizard and Brother PE-Design software.

Elna/Janome/Kenmore (SEW)

SEW files are expanded file formats that work with Janome Scan-n-Sew PC, Elna Envision Scan PC, Dream Vision and Customizer 2000.

Janome/Kenmore (JEF)

JEF files are expanded file formats that work with the Janome 10000 and higher machines.

Viking/Husqvarna (HUS)

HUS files are expanded file formats that work with Viking DOS Customizer and Viking Customizer 95 software.

Pfaff (PCS)

PCS files are expanded file formats that work with Pfaff PC-Designer V2.0 (PC), and Pfaff PC-Designer V2.1 (PC) software.

Tajima (DST)

DST files are expanded file formats that were developed for the Tajima commercial embroidery machine.

Singer (XXX)

XXX files are expanded file formats that work with Singer PSW.

Singer/POEM (CSD)

CSD files are expanded file formats that work with POEM, HuskyGram and Singer EU.

Melco (EXP)

EXP files are expanded file formats used with Melco embroidery machines. Bernina Artista and Deco 330 use this format.

Viking (SHV)

SHV files are expanded file formats that work with the Designer series of machines from Viking.

Viking/Pfaff(VIP)

VIP files are expanded file formats that work with Pfaff embroidery machines.

Viking/Praff (VP3)

VP3 is an expanded file format that works with Pfaff and Viking machines.

Elna (EMD)

EMD files are expanded file formats that work with the Elna Xpressive software and Elna Xquisit machine.

Singer (EMD)

EMD files are expanded file formats that work with the Singer software and Singer XL5000 and XL6000 machines.

Getting Help

The Personalize 'N Stitch 2.0 documentation gives you a variety of ways to find answers to your questions.

Personalize 'N Stitch 2.0 User's Guide

Use the Getting Help section to learn about all the ways you can receive help.

Online Help

The Online Help provides a quick way to access conceptual information and step-by-step instructions.

What's This?

The What's This? feature is a very quick and easy help option. With What's This?, you can instantly find out what any of the Personalize 'N Stitch 2.0 icons do.

Using the Personalize 'N Stitch 2.0 Online Help

The Personalize 'N Stitch 2.0 Online Help is a quick way to find answers to your questions and see step-by-step instructions. Because the Online Help is updated for every major release, you will benefit from the most up-to-date information.

Opening the Online Help

The Online Help contains a wide variety of topics that contain helpful procedures, descriptions, and definitions. Because a large number of topics exist, the Online Help allows you to search for topics in various ways. You can search using the table of contents, the index or a database of keywords. You can also save the topics you visit most often.

To open the Online Help:

- 1 Double-click the Personalize 'N Stitch 2.0 icon on your desktop to open Personalize 'N Stitch 2.0.

You see the blank Personalize 'N Stitch 2.0 design workspace.

- 2 Do one of the following:

- ♦ Choose Help—Personalize 'N Stitch 2.0.
- ♦ Press F1 on your keyboard.

You see the Personalize 'N Stitch 2.0 Online Help.

Using the Contents

The Online Help has a table of contents. Each book contains a series of related topics.

To use the Contents:

- 1 Choose Help—Personalize 'N Stitch 2.0.
- 2 Double-click the book you want to open.
- 3 Click the topic you want to see.

You see the topic in the right window pane.

Using the Index

The Online Help index is similar to the index in a book.

To use the Index:

- 1 Choose Help—Personalize 'N Stitch 2.0.
- 2 Click the Index tab.
- 3 In the text box, enter the word or words you want to search.

In the list, you see the topics that most closely match your query.

- 4 Click the term you want to learn more about.

If there is more than one topic for the keyword, you see a menu.

- 5 Click the topic you want to see.

You see the topic in the right window pane.

Using Search

The Search tab lets you search using keywords or phrases in a database of all the words found in the Personalize 'N Stitch 2.0 Online Help.

To use Search:

- 1 Choose Help—Personalize 'N Stitch 2.0.
- 2 Click the Search tab.
- 3 In the text box, enter the keywords or phrases you want to find.
- 4 Click List Topics.
In the list, you see the topics that most closely match.
- 5 Do one of the following:
 - ♦ Click the topic you want to view and click Display.
 - ♦ Double-click the topic you want to view.
You see the topic in the right window pane.

Saving your favorite topics

The Favorites tab lets you save the topics that you visit most often and want to access quickly.

To save your favorite topics:

- 1 Choose Help—Personalize 'N Stitch 2.0.
- 2 Double-click the book you want to open.
- 3 Click the topic you want to save as your favorite.
You see the topic in the right window pane.
- 4 Click the Favorites tab.
You see the selected topic in the Current topic area.
- 5 To add the selected topic to your favorites list, click Add.
You see the selected topic appear in the Topics area.
- 6 To display your favorite topic, do one of the following:
 - ♦ In the Topics area, select the favorite topic you want to display and click Display.
 - ♦ In the Topics area, double-click the favorite topic you want to display.
You see the topic in the right window pane.

- 7 To remove one of your favorite topics: in the Topics area, select the one you want to remove and click Remove.

Printing Online Help topics

You can print any of the topics in the Online Help.

To print topics:

- 1 Choose Help—Personalize 'N Stitch 2.0.
- 2 Click the topic you want to print.
The topic will appear in the Help window.
- 3 Click Print.
You see the Print Topics dialog box.
- 4 Select one of the following print options:
 - ♦ Print the selected topic
 - ♦ Print the selected heading and all subtopics
- 5 Click OK.
You see the Print dialog box.
- 6 Change any of the print settings, if necessary, and click OK.
The topic is printed.

The What's This? Help Feature

This is a very quick way to access information about the buttons and tools of Personalize 'N Stitch 2.0. What's This? is a context-dependant help tool, that is, the help text that you see depends on where the mouse is pointing when you use it.

To use What's This?:

- 1 Do one of the following:
 - ♦ From the menu bar, choose Help—What's This?
 - ♦ Press Shift+F1 on the keyboard.
You see that the mouse pointer now has a question mark next to it.
- 2 Move the mouse pointer over a tool icon on one of the toolbars.
- 3 Click to display a brief explanation of what the tool does.

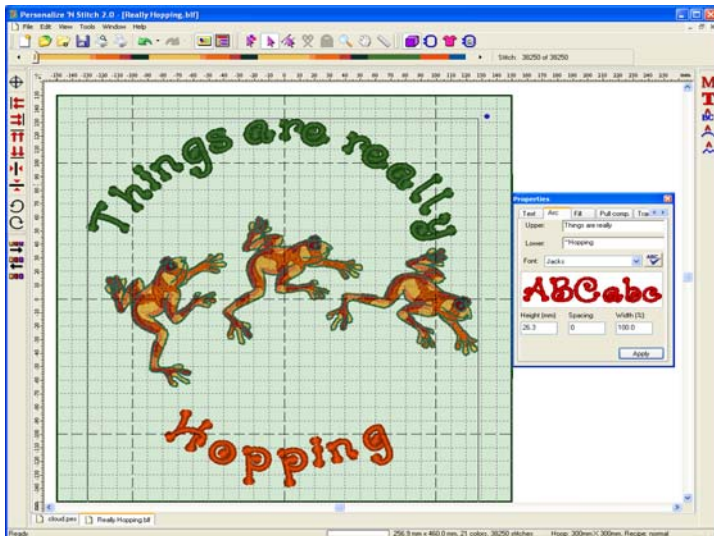
Learning the Basics

In this section:

- Learn how to create and alter designs.
- Find out how to set up the design workspace environment.
- Find out how to open and save designs as well as how to create new designs.
- Learn how to print designs.

Understanding the Personalize 'N Stitch 2.0 Workspace

The Personalize 'N Stitch 2.0 workspace contains several areas. The screen below shows the Personalize 'N Stitch 2.0 workspace.



Title Bar

The Title Bar appears at the top of the Personalize 'N Stitch 2.0 design window. When you open a design, the design's name is displayed in the title bar.











Menu Bar

The Menu Bar appears below the Title Bar. The Menu Bar contains a list of menus specific to Personalize 'N Stitch 2.0.









Personalize 'N Stitch 2.0 Tools

Personalize 'N Stitch 2.0 has many tools available in the tool bar. To show or hide a tool bar, go to the View—Tool Bars menu and select the tool bar's name. The following charts describe the tools specific to Personalize 'N Stitch 2.0.




File Tools






Tool	What it means
	New: Creates a new untitled design.
	Open Design: Opens an existing design file.
	Merge Design: Merges a design file into an active design window.
	Save: Saves the current design.
	Print Preview: Opens the print preview window, which in turn will let you modify print settings and print the current design.
	Print: Prints the current design.
	Undo: Reverses your previous actions.
	Redo: Reverses the action of the Undo command.
	Properties: Displays the Properties dialog box that contains editable settings for the selected segment.
	Options: Displays the Options dialog box. Contains the Formats, Environment, and Grid settings for the Personalize 'N Stitch program.

Edit Tools





Tool	What it means
	Select All: Selects all objects in the design window.
	Segment Select: Selects objects in the design window.
	Stitch: Activates stitch edit mode and selects individual stitch points in the design.
	Add Trim: (Only available in stitch edit mode). Adds trim to the selected stitch.
	Add Lock Stitch: (Only available in stitch edit mode). Adds lock stitch to the selected stitch.
	Magnifying Glass: Enlarges or reduces parts of your design for easier viewing on-screen.
	Pan: Allows you to move the design area around.
	Tape Measure: Measures the distance between any two points.

Modify Tools






Tool	What it means
	Center: Moves all selected objects and aligns them along the center-most axis.
	Left Align: Moves all selected objects except the left-most item selected, and aligns them along the left-most axis.
	Right Align: Moves all selected objects except the right-most item selected, and aligns them along the right-most axis.

Tool	What it means
	Top Align: Moves all selected objects except the top-most item selected, and aligns them along the top-most axis.
	Bottom Align: Moves all selected objects except the bottom-most item selected, and aligns them along the bottom-most axis.
	Horizontal Center Align: Takes all selected objects and centers them in the selection box. The objects are moved so that they are centered left-to-right with each other, but they are not moved up or down.
	Vertical Center Align: Takes all selected objects and centers them in the selection box. The objects are moved so that they are centered top-to-bottom with each other, but they are not moved left or right.
	Rotate Left: Rotates one or more selected objects to the left by 90-degree increments.
	Rotate Right: Rotates one or more selected objects to the right by 90-degree increments.




View Tools

Tool	What it means
	Realistic Preview: Realistic 3D rendering of your design on-screen.
	Select Hoop: Displays a list of available hoops for use. The selected hoop will be displayed in the design.
	Garment Preview: Allows you to see your embroidery in context, by placing a small preview image of the design on one of a list of pre-loaded garment templates.
	Center hoop to selection: Moves the hoop so that it is centered over the selected part of your design.

Wizards Tools

Tools	What it means
	Monogram: Opens the Monogram Wizard to create monogram text with embellishments.
	Text Wizard: Opens the Text Wizard to create lettering only or lettering along with designs.
	Multi-Line Text: Creates multi-line lettering placed along a straight baseline.
	Arc Text: Creates curved lettering.
	Path Text: Creates lettering along a path, based on your choice from a pre-defined list of path shapes.

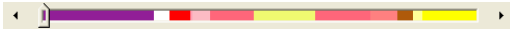
Color Tools

Tool	What it means
	Color Advance: Move forward in the design by one color.
	Color Reverse: Move backward in the design by one color.
	All Colors: View all colors in the design.

Draw Bar

The Draw Bar makes it easy to see how your design will sew. You can use the Draw Bar to eliminate potential sewing problems. The Draw Bar controls which parts of the design are drawn on the design window.

Scrollbar Slider



The length of the scrollbar slider represents all of the stitches in the opened design. You can move the scrollbar slider by dragging it to see a design as it will look sewn to a particular point. The color display within the scrollbar indicates the thread color that will be sewn when the scrollbar slider is positioned over it. Clicking on the arrows at the ends of the scrollbar will advance or retrace the design position by one stitch.



If you select the Color Advance  tool or the Color Reverse



tool while the Draw Bar is active, your cursor will change to an arrow with a clock next to it. This indicates that the entire design is not being sewn on screen and all edits performed will only pertain to the currently visible areas of the design.

Color Palette

The thread colors for the design are shown in the Color Palette located under the design window. To show or hide the Color Palette, choose View—Color Palette. For more information on the color palette, see “Changing Thread Colors”.

Status Line

The Status Line appears at the bottom of the Personalize 'N Stitch 2.0 window. To show or hide the Status Line, choose View—Status Line.

As you move the mouse over different sections of the workspace, this indicator will tell you what that area or button

does. On the Status Line, you will see specific information about the open design. For example, the status bar shows the design dimensions, the total number of stitches, the hoop type and the recipe selected for the design.

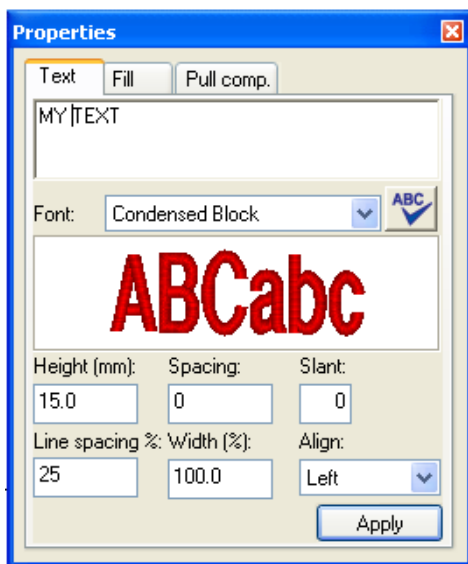
When you are Stepping through the design one color at a time, using the Color Advance and Color Reverse tools, the Status line will also show which of the design's colors, by number, is currently selected.

For more information see "Moving Through Outline Designs" in the "Using Outline Mode" section of this manual.

The Personalize 'N Stitch 2.0 Properties box

The design properties of selected text segments are shown in the Properties box. The Properties box contains tabs related to selected segments. To show or hide the Properties box, choose

View—Properties or click the Properties  tool from the File tool bar.



Showing and Hiding Tool Bars

You can hide or move a tool bar if it is blocking your view of the workspace and cluttering the screen. You can move the tool bars anywhere on the screen. If you drag a tool bar to the edge of the design workspace, it attaches to the sides, top, or bottom edge of the workspace. You can arrange the tool bars in an order that is comfortable for you. You can also leave tool bars floating on your workspace.



To see the name of each tool on the various tool bars, simply move your pointer over the tools. A small Tool Tip box pops up and displays the tool name.

To show or hide a tool bar:

- 1 Choose View—Tool Bars and select the tool bar you want to show or hide.
A check mark indicates that the tool bar is visible on your screen.
- 2 To move the tool bars, drag the floating tool bar by its title bar or drag by the gray area around the buttons.

Showing and Hiding Guide Rulers

Personalize 'N Stitch 2.0 allows you to show or hide guide rulers in the design window.

To show or hide guide rulers:

- Choose View—Guide Rulers.
A check mark indicates that the ruler is visible on your screen.

Changing Thread Colors

Personalize 'N Stitch 2.0 allows you to adjust the colors of a design using the Color Palette.




Thread charts and color choices are applicable to the file format of any inserted design.

If you are using Personalize 'N Stitch 2.0 without an inserted embroidery design, the thread color choices are based on the default thread format you have set until you save the design. Once the design is saved, the color choices represent those for the format you have chosen when saving.

To change thread colors:

- 1 Select a segment or stitch.



You can also use the Color Advance  tool to select a segment with the thread colors you want to change.

- 2 If the Color Palette is not already visible in the Design Window, choose View—Color Palette.


The color palette, displaying the currently loaded thread chart, appears along the bottom of the workspace.



- 3 In the Color Palette area, click one of the color boxes with the thread color you want to use.




If you want to find a particular color with a known name or thread number, you can search for that thread from within the Color Palette.

Click the  button on the left side of the Color palette, and type the name or number in the Find Color dialog that pops up in the workspace. (As you type, a drop-down list of possible matches will be displayed). Click the Find button, and the color will be selected in the palette.

Using Scrollbars

The scrollbars are inside the design workspace on the right and bottom of the window. These operate as standard scrollbars, which you may be familiar with from any typical Windows® application. They allow you to quickly navigate the design using the mouse.

Typical actions for the scrollbars include:

- Dragging the Thumb Track to pan the view. Notice that this is like using the Pan  tool from the Edit tool bar.
- Clicking in the scrollbar on either side of the Thumb Track will move the design window view one screen at a time.
- Clicking in the scrollbar on the arrows moves the design window view only a small amount at a time.

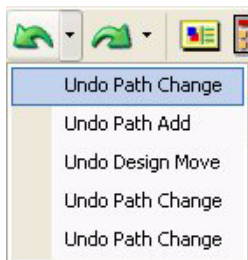
You can also right-click the scrollbar to display a pop-up menu of scroll actions in Windows®2000, XP and Vista.

Correcting Mistakes

Undo and Redo are two significant features that allow you to correct mistakes. If you make a mistake and change your mind about an action you just made, Undo reverses the action. Redo puts back the change.


You are now able to Undo or Redo several steps at once. You do this clicking the down arrow next to the Undo or Redo icons

on the toolbar, and selecting from the drop-down list the step you want to go back or forward to.




If Undo or Redo are grayed out, you cannot Undo or Redo.

To Undo one action at a time:

- Do one of the following:
 - ♦ From the File tool bar, click the Undo  tool.
 - ♦ Choose Edit—Undo.
 - ♦ Press Ctrl+Z on your keyboard.

To Redo one action at a time:

- Do one of the following:
 - ♦ From the File tool bar, click the Redo  tool.
 - ♦ Choose Edit—Redo.
 - ♦ Press Ctrl+Y on your keyboard.



If you Undo or Redo by using the tool bar icons, you also have the options to undo or redo several steps at once. Click on the small down arrow next to the Icon, and the tool will display a list of actions. Then, click on an action from the list, and the software will undo or redo your changes to that point.

Setting up the Workspace Environment

Personalize 'N Stitch 2.0 allows you to set up your design workspace environment for all opened design files. You can

predetermine the format of new designs as well as the units of measurement you want to use for your designs. You can also customize the spacing and style of grids shown in the workspace.

The following describes the units of measurement that can be used for designs opened in Personalize 'N Stitch 2.0.

Metric

The dimensions in Personalize 'N Stitch 2.0 can be displayed in metric values. This is the default. It is generally preferable for embroiderers to use the metric values because the manufacturers of machines and designs typically use metric values. The machines and software 'think' in the metric system.


English vs. Metric

If you think in inches, you can set Personalize 'N Stitch 2.0 to use the inch system (English). Once you set your preference to English, this setting will be remembered each time you run Personalize 'N Stitch 2.0.



Embroidery machines use metric-based values, therefore it is likely that from time to time you will have to switch back.

To set up your workspace environment:

- 1 From the File tool bar, click the Options  tool.
You see the Options dialog.
- 2 Click the Formats tab.
- 3 Adjust one or more of the following Formats settings:
 - ♦ From the Recipe list, select the recipe you want applied to new design files.
 - ♦ From the Machine Format list, select the machine format that you want applied to new design files. The Color Palette list changes accordingly and only those thread palettes available for the selected file format will be listed.

- ♦ From the File Format list, select the file format type you want used as the default in the Save As dialog.
 - ♦ From the Color Palette, select the thread chart with the thread colors you want to use.
 - ♦ From the Hoop list, select the hoop type you want applied to new design files.
- 4 Click the Environment tab.
 - 5 From the Units list, select the units of measurement you want used for your designs: Metric or English.



You can also select the units of measurement using the menu options available in your design workspace. Right-click on the ruler at the left or top of the window and select Metric or English. If the rulers are not already visible in the design window, choose View—Guide Rulers.


- 6 If you have a Janome or Kenmore machine, select Print Janome Crosshairs to offset the machine's starting point from the center.
- 7 Click the Grid tab.
- 8 Adjust one or more of the Grid settings available. For more information, see "Defining grid settings".
- 9 Click OK.

Creating New Designs

When you open Personalize 'N Stitch 2.0, you can immediately begin creating a new, untitled, design in the design window that holds both outlines and stitches. The design window automatically opens using the default recipe, machine format settings, color palette and hoop settings specified in the Options dialog. For more information on default settings, see "Setting up your Workspace Environment".

To create a new design:

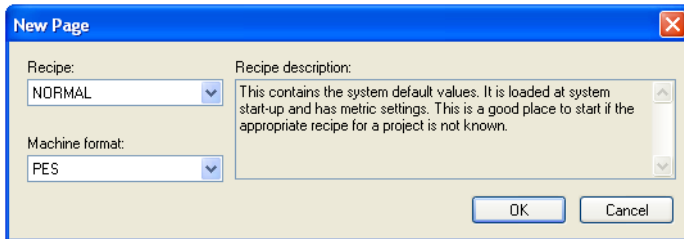
- 1 To create a new design, do one of the following:
 - ♦ Choose File—New.

- ♦ From the File tool bar, click the New  tool.



If you select the New tool from the File tool bar, you will bypass the recipe selection dialog. A new design window will open using the default recipe settings.

You see the New Page dialog.



- 2 In the Recipe list, select the recipe you want to use for your design.
- 3 In the Machine format list, select the machine format that you want applied to the design when created.
- 4 Click OK.

You see a new design window.

Opening and Closing Designs

Personalize 'N Stitch 2.0 allows you to open designs in a wide variety of file formats such as the Outline File (*.BLF). You can open designs from the File Menu, through the Open Icon on the toolbar, or by using the Browser feature.

When you open an Outline File (*.BLF) into the design window, your single design file contains both outlines and stitches. When you open expanded files, the stitches are converted to outlines automatically while opening the design.

To open an existing design:

- 1 To open an existing design, do one of the following:
 - ♦ Choose File—Open.

- ♦ From the File tool bar, click the Open Design  tool.

You see the Open Design dialog box.

- 2 In the Look in list, browse to the location of the file you want to open. You can open design files stored on your hard drive, a disk, or CD-ROM.
- 3 In the File name box, enter the file name, or select the file you want to open by clicking the file. To open multiple files, press Ctrl on your keyboard while selecting the files you want to open. To open all files, select any file and press Ctrl+A on your keyboard.



To limit the number of displayed designs in the Open File dialog, you can enter the first letter of the design name, followed by an asterisk (*) and the file extension. For example, if you have an embroidery design file named Cats, enter C*.blf in the File Name box and press **ENTER**. You will then see a list of all the designs starting with C.

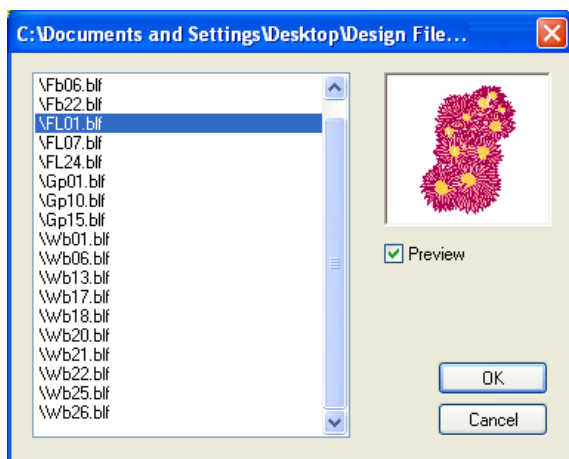
- 4 In the Files of type list, select the format for the design you want to open.
- 5 Select Preview to view a thumbnail (a small representation) of the design.
- 6 Click Open.



To open a file you have recently worked on, choose File and then choose the design file from the list.



To view the contents of a zip file, select the zip file and click Open. Select the design you want to open from the unzipped file list and click OK.



To close a design:

- Choose File—Close.

Opening Files with the Browser

The Browser is a very convenient way to search for and open files. It allows you to search through and open stitch files from multiple directories simultaneously. So, if you have design files stored on a number of different media - for example, a floppy disk, a USB device, as well as on your hard drive - it is possible to look in all of these places at once, with the Browser feature. The Browser displays a preview image of the design in its preview pane, as well as the design's name, overall dimensions, stitch count, and the number of colors that it uses.

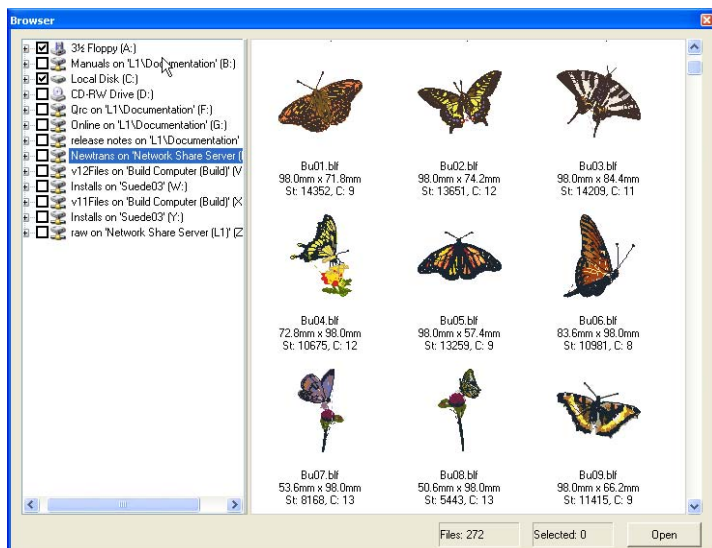


The units that appear in the Browser window depend on the Environment settings. To switch between Imperial and metric or vice versa, select Tools—Options—Environment.

To open files using the Browser:

- 1 Choose File—Browser...

You see the Browser window.

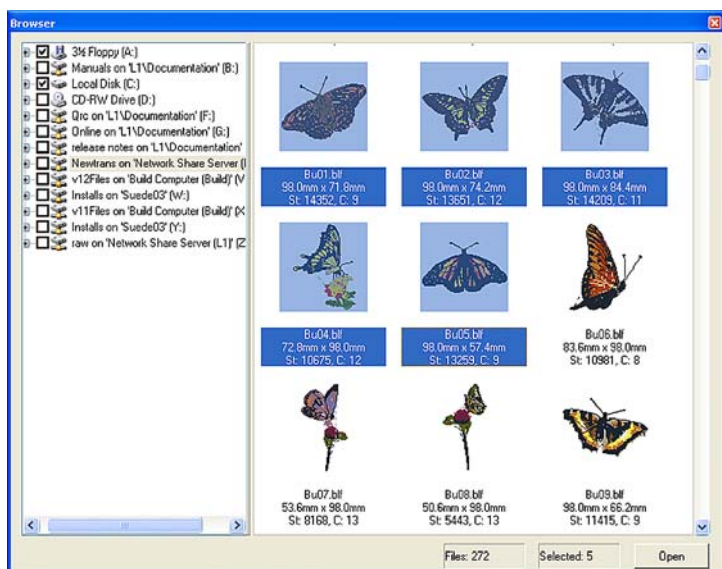


- 2 Click in the check boxes next to the directories you want to browse for designs; to look in multiple locations, simply check more boxes.

The preview pane shows a thumbnail image of each design present in the directory or directories you have selected.

- 3 Do one of the following:
 - ♦ To select a single design, click on the thumbnail image.
 - ♦ To select a number of separate designs, click on each individually while holding down Ctrl.
 - ♦ To select a series of designs, click the first thumbnail, then shift + click on the final thumbnail in the range.

The selected files are highlighted.



4 Click open.

The selected design or designs open in your workspace; if multiple designs were opened, each will open in its own tab.

Merging Designs

You can merge design files into an active design window.

Choose File—Merge Design to bring another design into the same design file and add lettering to the design.




When performing major design editing, you should be careful of how other segments will be affected. For more information on the general rules of editing segments, see "Editing Segments".

Personalize 'N Stitch 2.0 allows you to merge a design file using a variety of file formats such as the Outline File (*.BLF).

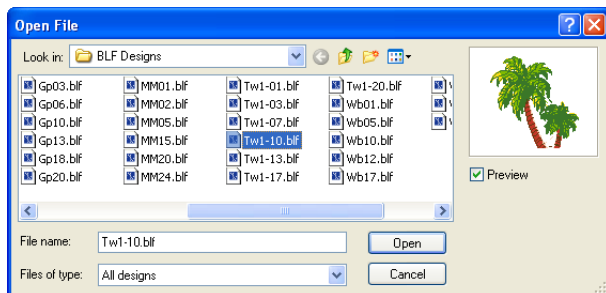
With the Merge Design feature, you can merge designs together to produce new and unique designs.



To merge designs:

- 1 Do one of the following:
 - ♦ Choose File—Open to open an existing file.
 - ♦ Choose File—New to create a new file and create a design.
- 2 Do one of the following:
 - ♦ From the File tool bar, click the Merge Design  tool.
 - ♦ Choose File—Merge Design.

You see the Open File dialog.

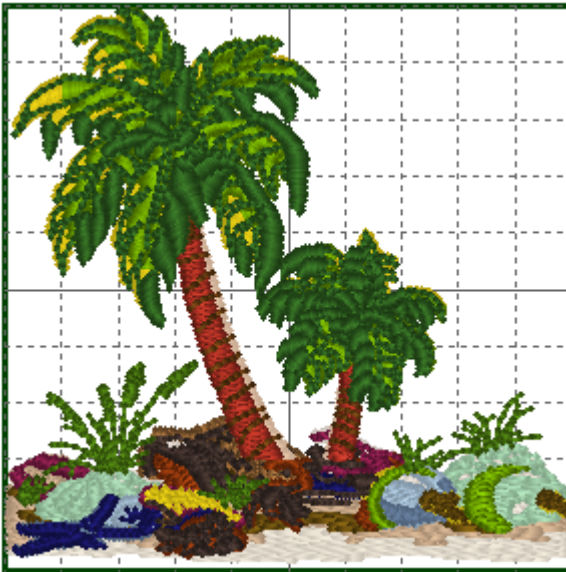


- 3 In the Look in list, browse to the location of the file you want to merge.
- 4 In the Files of type list, select the format for the design you want to merge.
- 5 Select a design file, or a number of design files, that you want to merge onto the current open design workspace.
- 6 To view a preview of the selected design, select Preview, if not already selected.

You see a preview image of the selected design appear on the right-hand side of the dialog.

- 7 Click Open.

The merged design file (or files) will appear in the design workspace.



If you have a licensed copy of Edit 'N Stitch 2.0 installed as well, you can use the features of Personalize 'N Stitch 2.0 in Edit 'N Stitch 2.0 to merge lettering with designs.

Saving Designs

You can use Save or Save As to save designs in a variety of file formats.

The Save As command lets you save an alternative version of the design with a different name, location, or file format. Save As is handy when you want to keep your original design and create another design with slight modifications. The Save command saves the changes you make to the current design.

As a general rule, you should perform all outline edits to a design first and save the design file. Next, you should perform all stitch edits to the same design and save the design file with a different file name. If you follow this general rule, you can avoid possibly losing your stitch edits while doing significant design editing.




For more information on the general rules of editing segments, see "Editing Segments".

To save a design:

- 1 Choose File—Save As.
You see the Save As dialog box.
- 2 In the Save in list, browse to the location you want to save your file. You can save design files to your hard drive, a disk, or CD-ROM.
- 3 In the File Name box, enter the file name for the design you want to save.
- 4 In the Save As type list, select the format you want the design to be saved as.
- 5 Click Save.

To save changes to the current design:

- Do one of the following:
 - ♦ From the File tool bar, click the Save  tool.
 - ♦ Choose File—Save.

Support for the Amazing Box MAX and Little MAX

If you have purchased and installed the Amazing Box MAX or Little MAX, you can read from and save to memory cards directly from your Personalize 'N Stitch 2.0 software.

For more information on the Amazing Box MAX and Little MAX, please visit www.amazingdesigns.com.

Sending Designs to Amazing Box MAX

When you purchase and install Amazing Box MAX, Personalize 'N Stitch 2.0 allows you to send designs directly to your box. For additional information on using Amazing Box MAX, please refer to the Amazing Box MAX instruction manual that you received with your Amazing Box MAX.

To send designs:

- Choose File—Send to AB Max.



If you have not purchased and installed Amazing Box MAX, the Send to AB Max option will be grayed out and disabled from the Personalize 'N Stitch 2.0 menu.

Reading Designs from Amazing Box MAX

When you purchase and install Amazing Box MAX, Personalize 'N Stitch 2.0 allows you to read designs directly from your box. For additional information on using Amazing Box MAX, please refer to the Amazing Box MAX instruction manual that you received with your Amazing Box MAX.

To read designs:

- Choose File—Read from AB Max.



If you have not purchased and installed Amazing Box MAX, the Read from AB Max option will be grayed out and disabled from the Personalize 'N Stitch 2.0 menu.

Sending Designs to Little MAX

When you purchase and install Little MAX, Personalize 'N Stitch 2.0 allows you to send designs directly to your box. For additional information on using Little MAX, please refer to the Little MAX instruction manual that you received with your Little MAX.

To send designs:

- Choose File—Send to Little Max.



If you have not purchased and installed Little MAX, the Send to Little Max option will be grayed out and disabled from the Personalize 'N Stitch 2.0 menu.

Reading Designs from Little MAX

When you purchase and install Little MAX, Personalize 'N Stitch 2.0 allows you to read designs directly from your box. For additional information on using Little MAX, please refer to the Little MAX instruction manual that you received with your Little MAX.

To read designs:

- Choose File—Read from Little Max.



If you have not purchased and installed Little MAX, the Read from Little Max option will be grayed out and disabled from the Personalize 'N Stitch 2.0 menu.

Selecting Recipes

You can apply predefined settings when you open a new file or you can apply these settings to existing designs using shortcut keys. For example, the Cap recipe contains special underlay, pull-compensation, and density settings appropriate for designs that will be sewn on baseball caps. See "Preinstalled Recipes" for more information on the preinstalled recipes available and their settings.

To use a recipe:

- 1 Choose File—New.
You see the New Page dialog.
- 2 From the Recipe list, select a recipe.
The applied recipe changes the default settings for the design.
- 3 From the Machine Format list, select the machine format you want to use for your document.
- 4 Click OK.

Preinstalled Recipes

You can choose one of the preinstalled recipes when you open a new design file and the fabric settings contained in the recipes are applied to the design you create.

The following tables outline the preinstalled recipes, including their fabric settings. All fabric settings in the tables are in Metric (mm). If the setting is applied to the design using the selected recipe, you see **Yes** in the table. If the setting is not applied to the design using the selected recipe, you see **No** in the table.

Fabric	Satin Density	Fill Density	Cross Overlap	Pull-Compensation	Contour Underlay	Lattice Underlay
	Program Default	Program Default				
Baby Blankets	0.4	0.4	3	0.3	Yes	Yes
Canvas	0.4	0.4	0	0.4	Yes	No
Cap	0.4	0.4	1	0.2	No	No
Dog Collar	0.5	0.5	1	0	No	No
Fake Fur	0.4	0.4	3	0.3	Yes	Yes
Fleece	0.4	0.4	1	0.1	Yes	No
Jeans	0.4	0.4	2	0.2	Yes	Yes
Leather	0.6	0.6	0	0	No	No
Lycra	0.4	0.4	3	0.4	Yes	Yes
Pique	0.4	0.4	3	0.4	Yes	Yes
Pullover	0.4	0.4	0	0.4	Yes	No
Satin	0.5	0.5	1	0.1	Yes	No
Shirt Cuff	0.4	0.4	1	0	No	No
Silk	0.5	0.5	1	0.1	Yes	No
Sweat Shirt	0.4	0.4	3	0.3	Yes	Yes
Towel	0.4	0.4	3	0.3	Yes	No
T-shirt	0.4	0.4	3	0.4	Yes	Yes
Velvet	0.4	0.4	3	0.4	Yes	Yes
Vinyl	0.6	0.6	1	0.1	No	No
Woven Fabrics	0.4	0.4	2	0.2	Yes	Yes

Fabric	Full Lattice	ZigZag Underlay	Parallel Underlay	Perpendicular Underlay	Underlay Inset Distance	Underlay Density	Underlay Stitch Length
Baby Blankets	No	No	Yes	No	0.3	2.5	2.5
Canvas	Yes	Yes	No	No	0.7	2	3.5
Cap	No	No	No	No	0.7	2	3.5
Dog Collar	No	No	No	No	0.7	2	3.5
Fake Fur	No	Yes	No	No	0.3	2.5	2.5
Fleece	No	No	No	No	0.5	2	2.5
Jeans	No	No	No	No	0.4	4	2.5
Leather	No	No	No	No	0.6	2	2.5
Lycra	No	Yes	No	No	0.3	3	2.5
Pique	No	Yes	No	No	0.3	2	2.5
Pullover	Yes	Yes	No	No	0.7	2	3.5
Satin	No	No	No	No	0.4	2	2.5
Shirt Cuff	No	No	No	No	0.7	2	3.5
Silk	No	No	No	No	0.4	2	2.5
Sweat Shirt	No	No	No	No	0.3	2	2.5
Towel	Yes	Yes	No	No	0.4	2	2.5
T-shirt	No	No	No	No	0.3	2	2.5
Velvet	No	Yes	No	No	0.3	2.5	2.5
Vinyl	No	No	No	No	0.7	2	3.5
Woven Fabrics	No	No	No	No	0.4	4	2.5


Changing Machine Format Properties

Stitch designs in Personalize 'N Stitch 2.0 have a machine format. Machine formats have their own profile settings that determine how embroidery information will be interpreted when you save design files. When you use machine formats, your design information displays accurately on the screen and designs are sewn correctly on that embroidery machine.

When you create a new design file, you can select the machine format for the specific design. The selected machine format can change how the design file is read. For more information, see “Creating new designs”.

When you set machine format properties in the Options dialog, all new designs will use these machine format properties as their default settings.

To change machine format properties:

- 1 From the File tool bar, click the Options  tool.
You see the Options dialog.
- 2 Click the Formats tab.
- 3 From the Recipe list, select the recipe you want to use for your design.
- 4 From the Machine format list, select the machine format that you want applied to new design files.
- 5 Click OK.

Printing Designs


Changing a Design's Print Settings

You can customize an embroidery design's print settings.

Personalize 'N Stitch 2.0 allows you to adjust the image and worksheet information displayed in design printouts.

To change a design's print settings:

1 Do one of the following:

- ♦ From the File tool bar, click the Print Preview  tool.
- ♦ Choose File—Print Preview.

You see the print preview window displaying your design.

2 Click Settings.

You see the Print Settings dialog.

3 In the Margins area, enter the size of margins you want for your design worksheet.

4 Select Print Actual Size to have your design print in its actual size.

5 Select Print Color Analysis to print a thread sequence view. If the Print In One Page setting is also selected, a simplified color sequence will be printed. If Print In One Page is not selected, an expanded color sequence will be printed.

6 Select Print In One Page to print the design and color sequence on a single worksheet page.

7 Select Print Project Name to have the name of your project printed on your design worksheet. Enter your Project Name in the box below.

8 Select Hoop Contents Only to preview only those parts of the design that are within the current hoop.

For more information on this feature, refer to “Changing the settings in Garment Preview”.

9 Click OK.


10 Click Close.

Previewing a Design before Printing

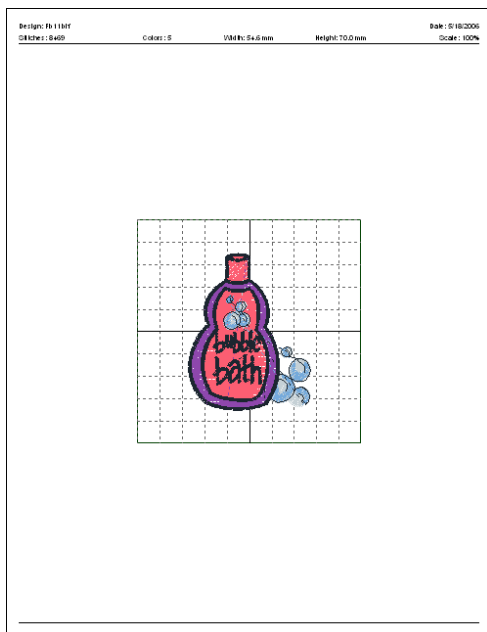
You can preview a worksheet on the screen before sending it to the printer.

To preview a design:

1 Do one of the following:

- ♦ From the File tool bar, click the Print Preview  tool.
- ♦ Choose File—Print Preview.

You see the print preview window, displaying your design.



2 To zoom in and out of the previewed worksheet, do the following:


- ♦ To zoom in on the worksheet, click Zoom In and scroll to view specific parts of the design.
- ♦ To zoom out on the worksheet, click Zoom Out and scroll to view specific parts of the design.

- 3 To change the settings for the design worksheet, click Settings.
- 4 Click OK.
- 5 To close print preview and return to the design window, click Close.

Printing design worksheets

You can print worksheets for design files. When you print a worksheet for a design file, the worksheet information depends on the selected settings in the Print Settings tab.

To print a worksheet for your design:

- 1 Do one of the following:
 - ♦ From the File tool bar, click the Print Preview  tool.
 - ♦ Choose File—Print Preview.


You see the print preview window, displaying your design.
- 2 To change the settings for the design worksheet or check the information that will be printed on the worksheet, click Settings.
- 3 Click OK.
- 4 Click Print.



If you want to print a design worksheet with existing settings, choose File—Print or click the Print tool from the File tool bar. Then click OK from the Print dialog.

Viewing Methods and Tools


Magnifying and Reducing the View

The Magnifying Glass  tool sets the Zoom Mode on and off. Use the Magnifying Glass tool to magnify or reduce parts of your design. Magnifying a design lets you see less of your design on-screen. Reducing a design lets you see more of your design on-screen. With Zoom Mode turned on, you can either

left-click to enlarge your design or right-click to make your design smaller.

To magnify and reduce parts of a design:

1 Do one of the following:


- ♦ On the Edit tool bar, click the Magnifying Glass  tool.
- ♦ Choose View—Zoom—Zoom Tool.

The pointer becomes a magnifying glass.

2 Left-click the design.

3 Do one of the following:


- ♦ Left-click to zoom-in on a specific area.
- ♦ Right-click to make your design smaller.

4 To turn the Zoom mode off, click the Magnifying Glass  tool again.

This will reset the zoom of the window and the view of the design will be fit into the window.

To zoom-in on a specific area:

1 Do one of the following:

- ♦ From the Edit tool bar, click the Magnifying Glass  tool.
- ♦ Choose View—Zoom—Zoom Tool.


The pointer becomes a magnifying glass.

2 Click and hold your left mouse button and drag your mouse to form a flexible box around the specific area you want to see in detail.

3 Drag the mouse across the area you want to zoom-in until it is inside the box.


4 Do one of the following steps:

- ♦ To increase the zoom, continue clicking and dragging the flexible box. By doing so, you can view a single stitch.
- ♦ Right-click to make your design smaller.

- 5 To turn the Zoom mode off, click the Magnifying Glass  tool again.

This will reset the zoom of the window and the view of the design will be fit into the window.


To disable Zoom:

- From the Edit tool bar, click the Segment Select  tool once you get to the level of magnification you want.


Viewing Parts of a Design not Visible in the Design Workspace

You can move to parts of your design that go beyond the window's borders.





To view parts of the design using the Pan tool:

- 1 Do one of the following:
 - ♦ Choose View—Pan.
 - ♦ From the Edit tool bar, click the Pan  tool.
You see the cursor change into an icon of a hand.
- 2 Click and drag your design in the design window.
- 3 To disable the Pan tool, right-click the design window.



The Pan  tool does not move any design objects, only the area of the overall design that is being displayed.

To view parts of the design using your keyboard:

- Do any of the following:
 - ♦ Use the  key to move up.
 - ♦ Use the  key to move down.
 - ♦ Use the  key to move left.
 - ♦ Use the  key to move right.

Changing the Background Color of the Current Hoop

Depending on the type of artwork you are using or the type of design you are creating, you may want to change the background color or fabric pattern of the hoop in your window. For example, if you are creating a design with light color threads, you may want your background color or fabric pattern darker so that the stitches are more visible on-screen.

To change the background color:



- 1 Choose Tools—Select Background—Color.
You see the Color dialog.
- 2 Change the hoop background to a preset or custom color.
- 3 Click OK.
The new color replaces the old color in the hoop.

To change the fabric pattern:

- 1 Choose Tools—Select Background—Fabric.
You see the Load Fabric dialog.
- 2 In the Look in list, browse to the location of the file you want to open as fabric. You can open image files stored on your hard drive, a disk, or CD-ROM.
- 3 In the Files of type list, select an image file type for the fabric you want to open.
- 4 In the File name box, enter the file name, or select the file you want to open by clicking the file.
You see a preview of the fabric on the right-hand side of the dialog.
- 5 Click Open.
You see the selected fabric appear in the hoop.

Showing and Hiding Machine Commands

Personalize 'N Stitch 2.0 makes it easy to view the locations on the design where the embroidery machine performs commands if it supports them. These locations are marked with different symbols to display the command type. The following table shows you the symbol for each command.

Symbol	Command
	Trim: Shows the location in the design file where a trim was added.
	Color Change: Shows the location in the design file where the color of thread changes.

To show commands:

- Choose View—Commands.
A check mark appears beside the name in the menu.

To hide commands:

- Choose View—Commands.
The check mark beside the name is removed.

Showing and Hiding the Stitch Points in Designs

Use the Stitch Points feature to see the stitch penetration points in the design window. The black dots in your design represent the point where the embroidery machine needle will penetrate the fabric.

To show the stitch points:

- Choose View—Stitch Points.
A check mark appears beside the name in the menu.

To hide the stitch points:

- Choose View—Stitch Points.
The check mark beside the name is removed.

Defining Grid Settings

The Grid Settings help you align and measure artwork and design elements. You can set the grid to measure in millimeters or inches according to your preference. When you are working on a design file, you can display the grid by clicking the Grid tool from the View tool bar.

By default, every horizontal and vertical line will be highlighted in the major grid. If you want to have additional guide lines, you can add more major grid lines as well as a minor grid. You can increase the spacing values for the minor grid; however, zero and negative spacing values are not supported. The minor grid can also have different horizontal and vertical spacing values.

To make grid lines more visible on particular backgrounds, you can change the color of the major and minor grids. You should choose separate colors for each grid type.

You can also choose to display a full grid or only the grid crosshairs in the design window.

To define grid settings:

1 Do one of the following:

- ♦ Right-click on the rulers at the left or bottom of the window and click Grid Settings. If the rulers are not already visible in the design window, choose View—Guide Rulers.

You see the Grid Settings dialog.

- ♦ Choose Tools—Options. From the Options dialog, click the Grid tab.

2 In the Grid Minor area, complete the following:

- ♦ In the Horizontal spacing box, enter the measurements for horizontal spacing in millimeters or inches.
- ♦ In the Vertical spacing box, enter the measurements for vertical spacing in millimeters or inches.
- ♦ From the Color list, select a predefined color to use for the minor grid. If you want to choose from a larger selection of colors, click Custom from the color box.

- 3 In the Grid Major area, complete the following:
 - ♦ In the Horizontally Every (lines) box, enter how often you want horizontal lines to be highlighted in the major grid. For example, if you enter 3 in this box, every third horizontal line will be highlighted in the major grid.
 - ♦ In the Vertically Every (lines) box, enter how often you want vertical lines to be highlighted in the major grid. For example, if you enter 5 in this box, every fifth vertical line will be highlighted in the major grid.
 - ♦ From the Color list, select a predefined color to use for the major grid. If you want to choose from a larger selection of colors, click Custom from the color box.
- 4 In the Style area, select one of the following grid styles:
 - ♦ Grid lines
 - ♦ Grid cross (displays a cross through the center point of the hoop)
- 5 Click OK.

Showing and Hiding the Grid

You can show the grid or, if it is in the way, you can hide it.

To show the grid:

- Choose View—Grid.
A check mark appears beside the name in the menu.


To hide the grid:

- Choose View—Grid.
The check mark beside the name is removed.


Showing and Hiding a Realistic Preview of Stitches

Use the Realistic Preview  tool to see a realistic 3D view of your design.

To show realistic stitches:

- Do one of the following:
 - ♦ From the View tool bar, click the Realistic Preview  tool.
 - ♦ Choose View—Realistic Preview.
A check mark appears beside the name in the menu.

To hide the realistic stitches:

- Do one of the following:
 - ♦ From the View tool bar, click the Realistic Preview  tool.
 - ♦ Choose View—Realistic Preview.
The check mark beside the name is removed.

Viewing the Sewing Order of Designs

You can view the sewing order of designs by using the Draw Bar located at the top of the design workspace. Slide the speed control from left to right to vary the rate of sewing.

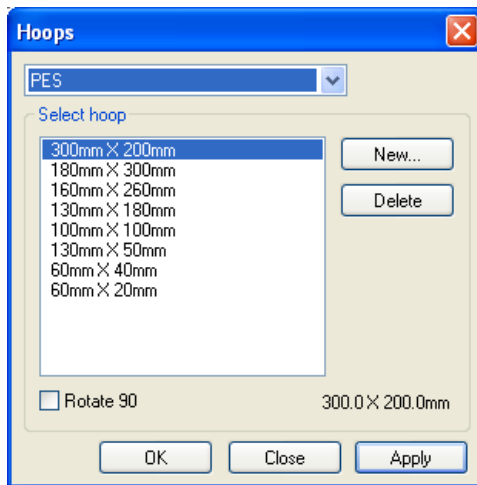
For more information, see under “Draw Bar.”

Working with Hoops

Viewing the hoop or frame on the screen lets you ensure that your design fits properly when you run it on the machine. The hoop serves as a guide to help size and position your design in the design window. Personalize 'N Stitch 2.0 comes with many different pre-loaded hoop sizes, or you can use the Select Hoop dialog to create your own, custom hoops. Your hoop size determines how big your design should be when you save it.

Displaying a Hoop while Designing

You can select one of many pre-loaded hoops from a range of different file types using the Hoop dialog.




This feature is useful when you want to make sure that your design will fit for more than one kind of embroidery machine.



The hoop that you select will be limited to the size of the design for saving purposes. When you save a design that is too big for the hoop you have chosen, you will get a warning message.


To change the displayed hoop:

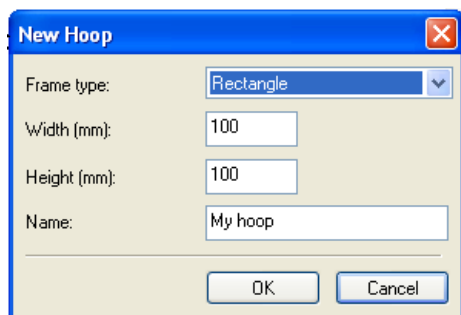
- 1 Do one of the following:
 - ♦ From the View tool bar, click the Select Hoop  tool.
 - ♦ Choose Tools—Select Hoop...
You see the Hoops dialog.
- 2 From the list, select the design file format for the current design.
- 3 From the Select hoop area, select the hoop you want to display in your design window from the list.
- 4 To rotate the selected hoop 90°, select Rotate 90.
- 5 Click Apply.
The selected hoop will be displayed in the design window.
- 6 Click OK.

Adding a Custom Hoop

Personalize 'N Stitch 2.0 comes with many pre-loaded hoops; however, you can also add new hoops to the software. Once you have set the parameters for your hoop and typed in a description, the custom hoop will be saved, and will be available for your future use.

To add a new hoop:

- 1 Do one of the following:
 - ♦ From the View tool bar, click the Select Hoop  tool.
 - ♦ Choose Tools—Select Hoop...
You see the Hoops dialog.
- 2 Click New...
You see the New Hoop dialog.



- 3 In the New Hoop dialog, complete the following:
 - ♦ In the Frame type box, choose a shape for the hoop, Rectangle or Round.
 - ♦ In the Width box, enter the width for the new hoop you want added.
 - ♦ In the Height box, enter the height for the new hoop you want added.
 - ♦ In the Name box, enter the name of the new hoop you want added.
 - ♦ Click OK.


The New Hoops dialog will close and you will see the new hoop listed in the Select hoops area.

- 4 Click Apply.
- 5 Click OK.

Deleting an Existing Hoop

You can easily delete any hoop in Personalize 'N Stitch 2.0.

To delete hoops:

- 1 Do one of the following:
 - ♦ From the View tool bar, click the Select Hoop  tool.
 - ♦ Choose Tools—Select Hoop...

You see the Hoops dialog.
- 2 From the list, select the design file type for the hoop you want to delete.

- 3 From the Select hoop area, select the hoop you want to delete.
- 4 Click Delete.
You see a dialog. If you want to delete the selected hoop, click Yes. The hoop will no longer be listed in the Select hoops area.
- 5 Click OK.


The Garment Preview

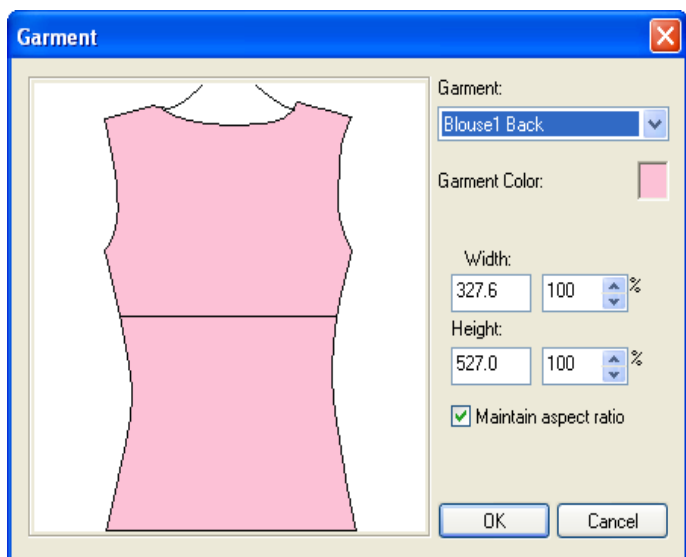
The Garment Preview feature allows you to see how your embroidery design will look in the context of an actual garment, without having to sew it out. You choose a garment template (a graphic representation of a garment) from a list, and then place a design (or number of designs) onto this template. The Garment Preview also gives you the ability to choose a background for the garment – you can choose between a solid color or a number of realistic fabric images.

You can put several designs, or compilations of more than one design (for example, some lettering merged with an imported stitch file), into a single Garment Preview. You can then hoop each design separately for saving and sewing out - or save them all together in a single file. You can also make a print-out of the garment and the designs together from the Garment Preview dialog, or just the designs themselves.

Using the Garment Preview

To use Garment Preview:

- 1 Start a new BLF file or open an existing BLF design.
- 2 Click the Garment Preview  icon from the View tool bar.
You see the Garment Preview dialog.



- 3 From the drop-down list, choose a garment template.
- 4 To change the background of the garment, do one of the following:
 - ♦ To choose a solid color, click the color chip next to “Garment Color”.



If you want to select a specific color for the garment template, click on the More Colors button at the bottom of the given array of color swatches. This will open up the Color dialog, where you can choose any RGB color available from the palette.

- ♦ To choose a fabric pattern as your background, click the down arrow to the right of the “Fabric” list, and choose a fabric from the list.



You can add your own fabric to the list by scanning it. Scan your material sample and save the image as a bitmap (.BMP) to the following directory: Program Files\ Amazing Designs\PersonalizeNStitch2\Fabric. For best results, save with an image resolution of at least 300 dpi.

Note: If you have Microsoft Vista installed on your computer, you must have administrator access to save to this directory.

- 5 If desired, change the height and/or width of the garment template. Do one of the following:
- ♦ Type a value (in mm or inches) into the Height or Width boxes.
 - ♦ Enter a percentage change in either of the boxes that have the % symbol following them.



The “Keep aspect ratio” box is checked by default; this ensures that the height and width stay proportional to each other as you change the value of one or the other. To change the height without changing the width, or vice versa, uncheck this box.

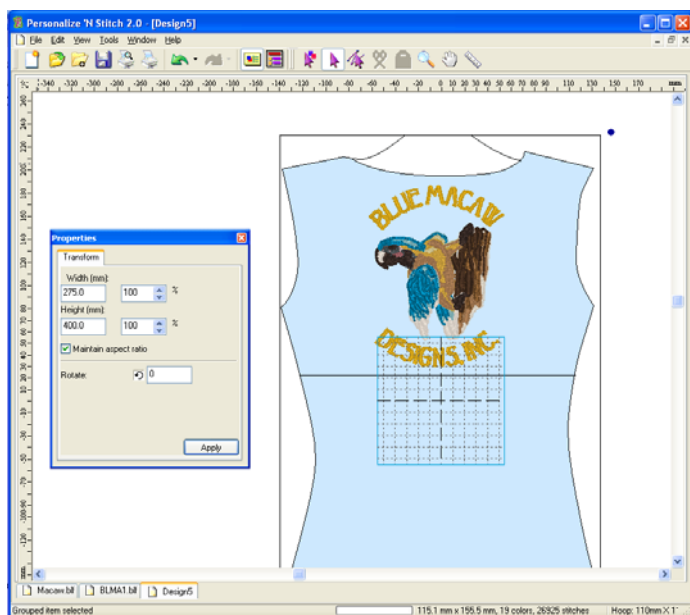
- 6 Click Okay.

The garment appears in your workspace.




Once the garment is on screen, you can select it and rotate by clicking and dragging on the blue circles around the handles. You can also resize the garment template manually on screen, by clicking and dragging the black square handles on the sides and corners of the selection frame.

- 7 Choose File—Merge Design and select the design (or designs) that you wish to preview on your garment.
- The design(s) appear in the Workspace, superimposed on the selected garment.*



The size of the design in the preview is scaled to the size of the garment, as determined by the height and width measurements that you set in the dialog.


- 8 If you now wish to change the location of your design, do the following:

- ♦ Click once on the design to select it.
The design is outlined by a dotted rectangle, and the mouse pointer changes to the Select  icon.
- ♦ Left-click and drag the item to the desired location, and then release the mouse button to place the design.
The design is placed in the new location.

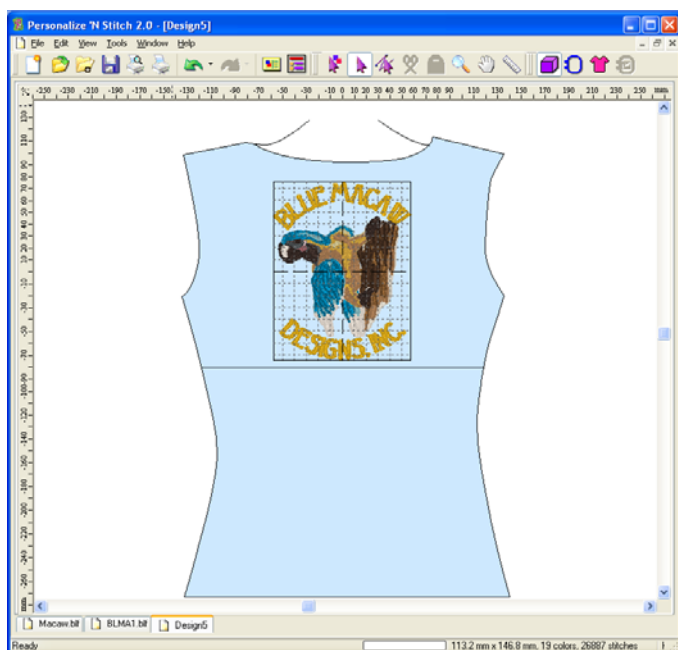


You can place any number of designs (or multiple instances of the same design) in the Garment Preview by repeating the above steps.

- 9 Select those designs that are to be sewn together as a single design.
- 10 Choose Tools—Select Hoop... to open the Hoops dialog.

- 11 From the Hoops dialog, select an appropriate hoop to fit your design selections.
- 12 Click the Center hoop to selection  button on the toolbar to ensure the designs you selected will fit into the desired hoop.

The hoop will be centered on the selected design.



Saving a Garment Preview

You can save your Garment Previews so that they can be opened for later editing and re-use. When you create a garment preview, and have finished adding all the designs that you wish to add, simply Choose File—Save as, and save the file in .BLF (outline) format. This file will then contain all the information about the background of your Garment Preview, such as the type of garment, its color, and dimensions, plus any designs that you have placed in the Garment Preview.



It is possible to save your Garment Preview in a non-.BLF format (that is, as stitches), but if you do this, all the garment information will be lost.

Saving individual designs from the Garment Preview

For sewing out, you will want to save the designs only, without the garment information.

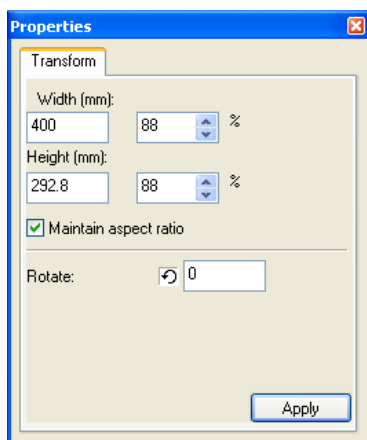
You can select each design on the garment individually, and

then use the Center hoop to selection  button to fit the hoop to your design. Then, choose File—Save Hoop Contents for each individually hooped design on your garment, and save in the appropriate stitch format.

Adjusting the Garment Template


There are a number of different aspects of the garment template that you can modify when it is selected. Some of these adjustments can be made through the Properties dialog, and some can be made directly in the workspace.

In the Garment Properties dialog, you can change the garment's height or width, and rotate it by a specified angle.



In the Workspace, you can use the mouse to adjust the angle and position of garment. Depending on which tool you choose, you can move the garment together with your embroidery designs, or independently.

To adjust the Garment Template in the properties dialog:

- 1 Select the garment.
- 2 Click on the Properties  button to open the Properties dialog.
- 3 Do any of the following:
 - ♦ To change the Garment Template's linear size (mm or inches) enter a width and/or height in the Width and Height boxes, and click on the Update button.
 - ♦ To change the size relative to the current size, enter a percentage change in the % boxes.





The "Keep aspect ratio" box is checked by default; this ensures that the height and width stay in even proportion to each other as you change the value of one or the other. To change the height without changing the width or vice versa, uncheck this box.

- ♦ To change the angle, enter a number of degrees in the Rotate box.

The garment template changes accordingly.


To adjust the view of the Garment Template using the mouse:

- 1 Select the Garment Template.
- 2 To adjust the garment template independently of the embroidery (or the hoop) do the following:
 - ♦ Click the Select tool; the mouse pointer now changes to the select  icon when it is hovering over the garment.
 - ♦ Click and drag to move the Garment around in the Workspace.
 - ♦ To manually adjust the angle of the garment in the workspace, position the mouse pointer over one of the blue circle handles at the corners of its frame, and drag it
 - ♦ To resize the garment template manually, click and drag the black square handles on the sides and corners of the selection frame.
- 3 To adjust the position of the garment (including any and all designs that you have placed on it), do the following:
 - ♦ Click on the Pan button; the mouse pointer now changes to the pan  icon.
 - ♦ Click and drag to move it around in the Workspace.



In order to be able to select individual embroidery designs, you must get out of Pan mode. Click the Pan button again; you will see that the mouse pointer has switched back to the select icon.

- 4 To manually change the angle of the Garment Preview relative to the Workspace, do the following:
 - ♦ Position the mouse pointer over one of the blue circle handles at the corners of its frame.

The pointer changes to a circle-arrow handle  icon.

 - ♦ Drag the mouse to change the angle.

Printing out the Garment Preview

To make a print-out of the Garment Preview:

- To see a preview of the garment and your designs, click the Preview button.

You see a print preview.



The print preview will show the entire garment and all designs by default; however, you can check the "Hoop Contents Only" box in the print preview Settings dialog to print a preview of a single design compilation.

- Choose Print to send the preview to your printer.
- Choose Close to cancel the print.
- To send the preview directly to your printer, choose Print.

Measuring and Aligning Designs

Defining Ruler Units

When guide rulers are active, large numbered rulers indicate the measurement unit, such as inches or millimeters. The small ticks indicate the increments of the units such as $\frac{1}{4}$ inch. When you magnify or reduce the view, the increments on the rulers adjust to reflect the changes. In addition, if you change the grid settings, the rulers change to fit the measurements you set.




The rulers change to fit the measurements you set in the next window you open.

To set the ruler units:

- Right-click on the ruler at the left or top of the window and select Metric or English.

You see the ruler units change accordingly.


Measuring Distances in the Workspace

The Tape Measure  tool lets you measure the distance between any two points in your design workspace. When you measure from one point to another, the distance is displayed in the status line located at the bottom of the window. The status line shows the horizontal and vertical distances the Tape Measure tool travels from the x and y axes, the angle measured, and the total distances.



All measurements except the angle are calculated in the unit of measure you set using Program Preferences.

To measure designs:

- 1 From the Edit tool bar, click the Tape Measure  tool.
Your cursor changes to a ruler icon when in the Design Workspace.
- 2 Click and drag your mouse until you are finished measuring the item.
- 3 Let go of your mouse when you are finished measuring.
- 4 Look in the status line at the bottom of your screen for the measurement.
- 5 Right-click to stop the Tape Measure tool.

Adding and Moving Guidelines

You can use guidelines to help you precisely align segments in your embroidery designs. Guidelines are straight horizontal or vertical lines that you drag from the rulers into your design. These guidelines are easy to make and they are useful for setting alignment lines across the length or width of the design workspace.

To create a horizontal guideline:

- 1 Position the pointer inside the ruler at the top of the window.
- 2 Hold down the left mouse button and drag the guideline into the design window.
- 3 Release the mouse when the guideline is in the position you want.

To create a vertical guideline:

- 1 Position the pointer inside the ruler at the left side of the window.
- 2 Hold down the left mouse button and drag the guideline into the design window.
- 3 Release the mouse when the guideline is in the position you want.

To move existing guidelines:

- 1 Position the pointer on the guideline you want to move.
A two-sided arrow appears next to your cursor.
- 2 Left-click and drag to move the guideline.
- 3 Release the mouse button when you reach the desired position for your guideline.
The guideline is placed.

Removing Guidelines

If guidelines are cluttering your workspace, you can remove them.

To remove all guidelines:

- Right-click on the rulers at the left or bottom of the window and click Remove Guidelines.
The guidelines are removed.

Creating Lettering

In this section:

- Learn how to create Monograms, Normal Text, Multi-Line Text, Path Text and Arced Text within your embroidery designs.

Creating Monograms

You can create unique one, two or three letter monograms using the Monogramming Wizard. Monogram text looks like normal text; however, depending on the font you choose you can also add monogram decorations.

Personalize 'N Stitch 2.0 allows you to select one of two monogram styles: self-contained and freestyle embellishments. In self-contained embellishments, the letters are scaled in proportion to the embellishment to ensure that letters fit perfectly. In freestyle embellishments, the letters are always centered with the embellishment in the Monogram Wizard. See the "Font Catalog" section to view all of the self-contained and freestyle embellishments available for monograms in Personalize 'N Stitch.




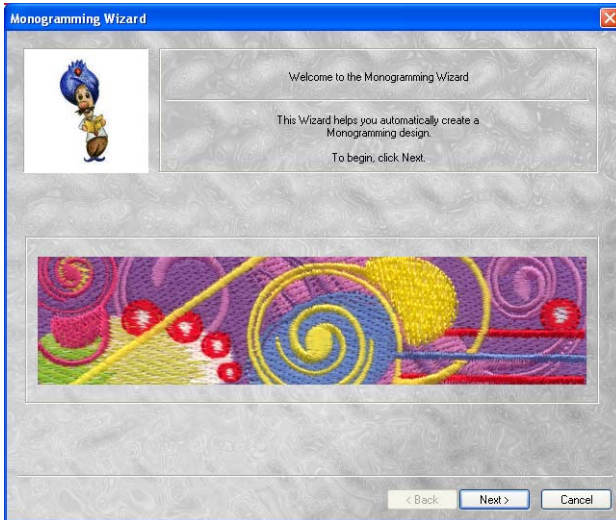
**Self-contained embellish-
ments samples**

**Freestyle embellishments
samples**

To begin creating monograms with the Monogramming Wizard, simply choose a font, enter your text, and then customize the monogram text to suit your needs.

To create monograms:

- 1 From the Wizards tool bar, click the Monogram  tool.
You see the Monogramming Wizard window.



- 2 Click Next to continue.
You see another Monogramming Wizard window.

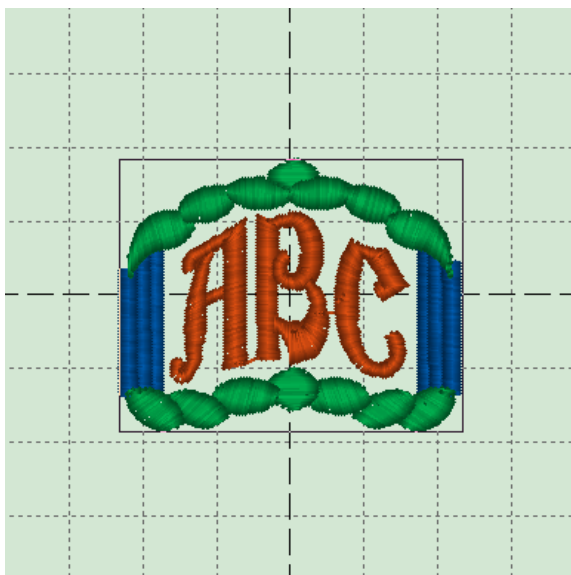


- 3 From the Font list, select the font you want used with the monogram.
When you select a font, you see its preview below the Font list.
- 4 In the Text box, enter your one, two or three letter monogram text.
- 5 In the Height box, enter the height you want to use.
- 6 To have your monogram use fill stitching rather than satin stitching, select Change to Fill.



If you enlarge your monogram considerably, it is advised that you select this Change to Fill setting.

- 7 (For fonts with decoration codes only) In the Decorations area, select the decoration embellishment you want used for your monogram.
- 8 To complete your monogram, click Finish.
You see your monogram text appear in the main design window.



Creating Normal Text

The Text Wizard allows you to add normal text to embroidery designs. Normal text can be more than three letters that are contained in envelopes and can include upper and lower case characters. Fonts containing only upper case characters are indicated in the Text Wizard's font preview area which is below the Font list.

Many embellishments are available within the Text Wizard.



CHA-004



CHA-005



CHA-006



CHI-001



CHI-002



CHI-003


Embellishments available within the Text Wizard (a small sampling).

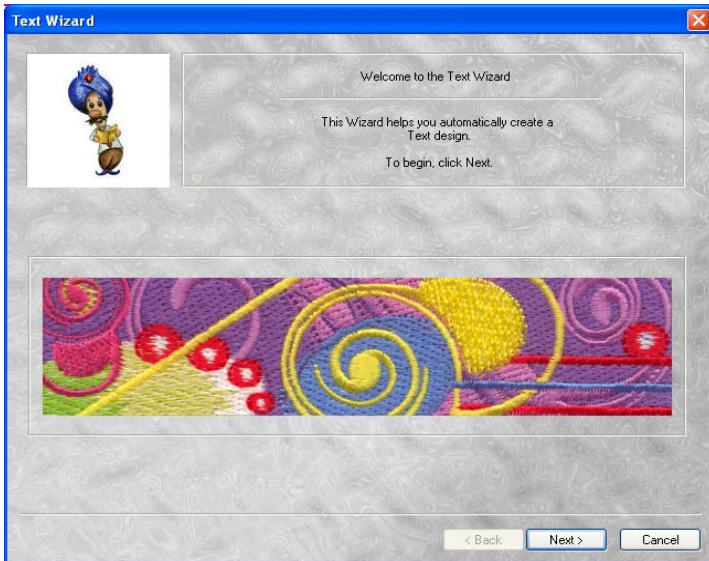
Your lettering can be placed above, below or to the right or left of any embellishment. You have the option to create text with or without any embellishments.



The Text Wizard only allows you to create one line of lettering at a time.

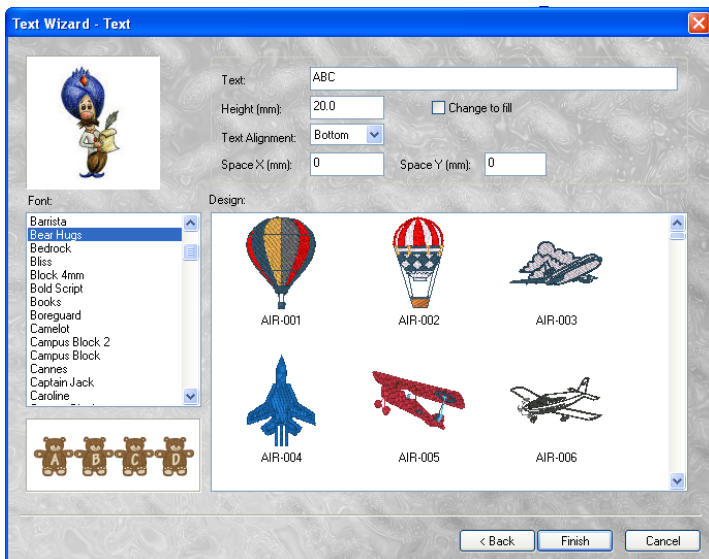
To create normal text:

- 1 From the Wizards tool bar, click the Text Wizard  tool.
You see the Text Wizard window.



2 Click Next to continue.

You see the Text Wizard - Text window.



- 3 From the Font list, select the font you want used for the lettering.

When you select a font, you see its preview below the Font list.

- 4 In the Text box, enter your text.
- 5 In the Height box, enter the height you want to use.



If you use one of the embellishments from the design area, the size of the embellishment will increase and decrease in proportion to the text height you enter here.

- 6 To have your text use fill stitching rather than satin stitching, select Change to Fill.



If you want to enlarge the font beyond the recommended maximum height, you should use the Change to Fill option. Using satin stitching for lettering larger than the maximum height may cause poor results in the final product.

- 7 From the Text Alignment list, select how you want text to be aligned with a selected embellishment. Choose from one of the following methods:
 - ♦ Left
 - ♦ Right
 - ♦ Top
 - ♦ Bottom
- 8 To adjust the spacing of lettering, enter a spacing value in the Space X and Space Y boxes based on the following information:
 - ♦ To move text right, enter a positive value in the Space X box.
 - ♦ To move text left, enter a negative value in the Space X box.
 - ♦ To move text down, enter a positive value in the Space Y box.
 - ♦ To move text up, enter a negative value in the Space Y box.

- 9 In the Design area, select the design embellishment you want used for your text.




You can also use any one of the designs available in the design area on its own, (i.e., without lettering). Simply select the design and leave the Text box blank.


- 10 To complete your text, click Finish.
Your text appears in the main design window.



Creating Multi-Line Text

Use the Multi-Line Text  tool to create beautiful embroidery designs with personalized multi-line text. Your embroidery designs can be more than three letters and can include upper and lower case characters, just like when you create normal text. When you use the Multi-Line Text tool, however, you can easily add multiple lines of text to any design.


To create multi-line text:

- 1 From the Wizards tool bar, click the Multi-Line Text  tool.
You see the letter "A" appear beside your cursor.
- 2 Click once in the design window.




If another text item was already selected, your first click only de-selected that item. You'll have to click again.


You see default text "MULTILINE TEXT" in the design window. You will need to make changes to this text in the Properties box.

- 3 From the File tool bar, click the Properties  tool.
You see the Properties box.
- 4 Click the Text tab.
- 5 In the text box, change the default text accordingly.
- 6 Make any other changes in the Properties box.
For more information on changing text settings in the tabs, see "Normal Text Properties".
- 7 Click Apply.
Your text will change accordingly.

Creating Arced Text

Arced Text objects are created with the Arc Text  tool. Arced text objects are those that are created on a circle. They start out with normal proportions for the font, and can be adjusted.

To create arced text:

- 1 From the Wizards tool bar, click the Arc Text  tool.
You see the letter "A" appear beside your cursor.

- 2 Click once in the design window.



If another text object was already selected, your first click only de-selected that object. You will have to click again.

You see default text “ARC TEXT” in the design window. You will need to make changes to this text in the Properties box.

- 3 From the File tool bar, click the Properties  tool.

You see the Properties box.

- 4 Click the Arc tab.

- 5 In the text box, change the default text accordingly.


- 6 Make any other changes in the Properties box.

For more information on changing text settings in the tabs, see “Arced Text Properties”.

- 7 Click Apply.


Your text will change accordingly.

Creating Text along a Path

The Path Text  tool creates lettering that follows a set linear path. For example, you can use the Path Text tool to create text that bends to follow the curved edge of a garment.



To create text along a path:

- 1 From the Wizards tool bar, click the Path Text  tool.

You see the letter “A” appear beside your cursor.

- 2 Click once in the design window.




If another text object was already selected, your first click only de-selected that object. You will have to click again.

You see the Text Paths dialog.

- 3 Select one of the paths from the Text Paths dialog.
The default, "My Text" appears in the design window along the chosen path.
- 4 To change the path shape that is applied to the text, perform the following steps:
 - ♦ Right-click on the text segment.
 - ♦ In the option menu that appears, choose "Path Shapes..."

The Text Paths window appears, displaying a number of path shapes.

 - ♦ To select the path you want, left-click on it.
The Text Paths box closes, and you see the chosen template has been applied to your text in the design window.
- 5 To modify the properties of your text segment, select the Properties  tool from the File tool bar.
You see the Properties box.
- 6 In the input text box, change the default text accordingly.
- 7 Make any other changes in the Properties box.
For more information on changing text settings in the tabs, see "Normal Text Properties".
- 8 Click Apply.
Your text will change accordingly.

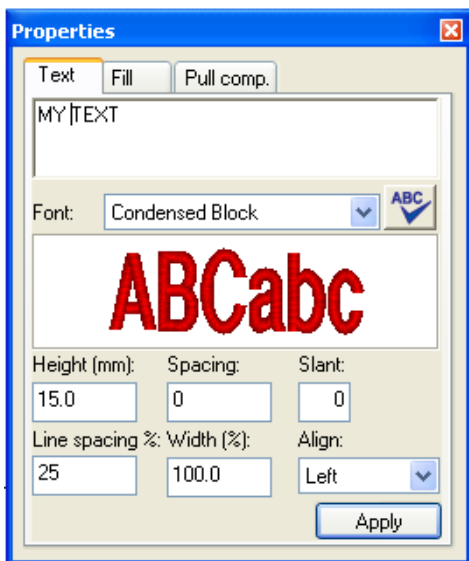
Changing Lettering Properties

In this section:

- Find out how to edit text objects using properties box settings.
- Learn how to edit Monogram, Normal Text, Multi-Line Text, Path Text and Arc Text properties.
- Learn how to use the Spell Checker feature.


Editing Text in the Properties Box

The Properties box allows you to type in the actual text for your design and change its appearance, reflecting the type of text item that is currently selected.



The Properties box has three tabs. These tabs allow you to adjust specific tab settings. The first of the tabs will be labelled one of the following, depending on the text object selected: Monogram, Text, or Arc (the properties listed under the Text tab apply to Multi-line and Path Text items as well as Normal Text items). Each text object tab allows you to type in the letters you want to embroider. The second and third tabs are labelled Fill and Pull Comp respectively. These tabs allow you to alter Fill stitch and pull-compensation settings.

To edit text in the Properties box:

- 1 Select the text object you want to edit.
- 2 From the File tool bar, click the Properties  tool.


You see the Properties box.

- 3 Make any necessary text changes.
- 4 Click Apply to save your changes.


Changing Lettering

All five modes of lettering allow you to enter the text you want embroidered; however, each mode has some variation on what you can type. For instance, you cannot create a multi-line monogram object. Despite the differences, the method of entering special characters remains the same.


To change Monogram Text:

- 1 Select the monogram you want to change.
- 2 From the File tool bar, click the Properties  tool.
You see the Properties box.
- 3 Click the Monogram tab.
- 4 In the Letters box, change the displayed text accordingly.
- 5 Click Apply to save your changes.

To change Normal, Path, and Multi-line Text:

- 1 Select the text object you want to change.
- 2 From the File tool bar, click the Properties  tool.
You see the Properties box.
- 3 Click the Text tab.
- 4 In the text input box, change the displayed text accordingly.
- 5 Click Apply to save your changes.

To change Arced Text:

- 1 Select the arced text you want to change.
- 2 From the File tool bar, click the Properties  tool.
You see the Properties box.
- 3 Click the Arc tab.
- 4 In the text input box, change the displayed text accordingly.
- 5 Click Apply to save your changes.

Displaying Special Characters

When you create lettering, you can enter characters available on your keyboard. You can also enter characters using ASCII numbers, a feature that is available for you to use if needed. An ASCII number is a code number, four digits long, which represents a character that does not have a key to represent it. For instance, ™ or ® are symbols that exist in some fonts but are not type-able on a standard US/English keyboard.



Due to Windows constraints, you must enter the numbers on the keyboard's numeric keypad for this to work.

Please note that not all fonts contain all of the special characters. To see which characters are available in any given font, check the font preview information for that font.



You can see the list of characters by hovering over the font preview pane in the Properties box.

Special Characters List

The following lists the special characters that may be available in Personalize 'N Stitch 2.0.


Character	Key Code
€	Alt + 0128
‘	Alt + 0145
’	Alt + 0146
“	Alt + 0147
”	Alt + 0148
•	Alt + 0149
—	Alt + 0151
™	Alt + 0153
¡	Alt + 0161
¢	Alt + 0162

Character	Key Code
£	Alt + 0163
¤	Alt + 0164
¥	Alt + 0165
¦	Alt + 0166
§	Alt + 0167
¨	Alt + 0168
©	Alt + 0169
-	Alt + 0173
®	Alt + 0174
-	Alt + 0175
¿	Alt + 0191
À	Alt + 0192
Á	Alt + 0193
Â	Alt + 0194
Ã	Alt + 0195
Ä	Alt + 0196
Å	Alt + 0197
Æ	Alt + 0198
Ç	Alt + 0199
È	Alt + 0200
É	Alt + 0201
Ê	Alt + 0202
Ë	Alt + 0203
Ì	Alt + 0204
Í	Alt + 0205
Î	Alt + 0206
Ï	Alt + 0207
Ð	Alt + 0208
Ñ	Alt + 0209
Ò	Alt + 0210
Ó	Alt + 0211

Character	Key Code
Ö	Alt + 0212
Õ	Alt + 0213
Ö	Alt + 0214
×	Alt + 0215
Ø	Alt + 0216
Ù	Alt + 0217
Ú	Alt + 0218
Û	Alt + 0219
Ü	Alt + 0220
Ý	Alt + 0221
Þ	Alt + 0222
ß	Alt + 0223
à	Alt + 0224
á	Alt + 0225
â	Alt + 0226
ã	Alt + 0027
ä	Alt + 0028
å	Alt + 0029
æ	Alt + 0230
ç	Alt + 0231
è	Alt + 0232
é	Alt + 0233
ê	Alt + 0234
ë	Alt + 0235
ì	Alt + 0236
í	Alt + 0237
î	Alt + 0238
ï	Alt + 0239
ð	Alt + 0240
ñ	Alt + 0241
ò	Alt + 0242

Character	Key Code
ó	Alt + 0243
ô	Alt + 0244
õ	Alt + 0245
ö	Alt + 0246
÷	Alt + 0247
ø	Alt + 0248
ù	Alt + 0249
ú	Alt + 0250
û	Alt + 0251
ü	Alt + 0252
ý	Alt + 0253
þ	Alt + 0254
ÿ	Alt + 0255

To display special characters:


- 1 Select the text object you want special characters.
- 2 From the File tool bar, click the Properties  tool.
You see the Properties box.
- 3 Click the appropriate text tab.
- 4 In the text input box, complete the following:
 - ♦ Click where you want to insert the special character.
 - ♦ Press and hold down the ALT key on your keyboard.
 - ♦ Type the corresponding key code for the special character from the number pad located on the right side of the keyboard.
To view a list of special characters and their corresponding key codes, see "Special Characters List".
 - ♦ Let go of the ALT key on your keyboard.
You see the special character.
- 5 Make any other changes to the displayed text.
- 6 Click Apply to save your changes.

Displaying a Font's Available Characters

In each Properties box, you can easily display all the characters (keystrokes) that can be entered for available font types. For example, some fonts only allow you to enter uppercase characters, while other fonts allow you to enter both uppercase and lowercase characters. If there are any special instructions that are particular to that font, they will also be displayed.

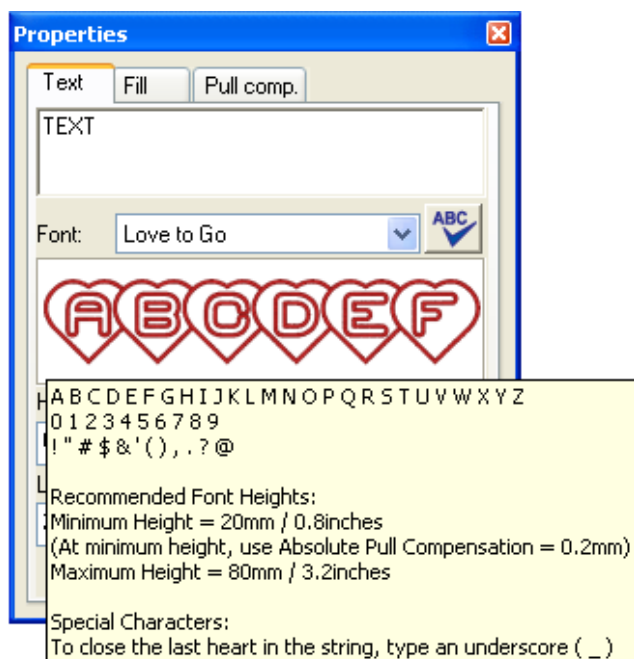
The list of available keystrokes includes additional information to help you get the best results on sew-out. This includes displaying recommended maximum and minimum heights for the text (if applicable), and a recommended pull compensation.

To display a font's available keystrokes:

- 1 Select the text object you want to alter.
- 2 From the File tool bar, click the Properties  tool.
You see the Properties box.
- 3 Click the appropriate text tab.
- 4 From the Font list, select a font.
- 5 In the font preview area, place your cursor over the font's preview image.
You see a display of all the available keystrokes that you can enter for the selected font.



Some of the Personalize 'N Stitch fonts have only uppercase characters, but both uppercase and lowercase keystrokes are available. In these cases, entering the lowercase keystroke will give you the uppercase letter in the design space.



Spelling Checker

The Spell Checker feature is a new addition to the Properties box in Personalize 'N Stitch. You can check the spelling of text segments created in any of the Normal Text, Multi-line Text, Path Text or Arc Text modes.




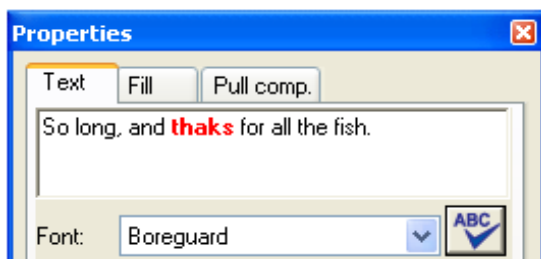
Note that Spell Checker uses the Microsoft Word spell check function, so it only works on computers that have Microsoft Word installed.

To use the Spell Checker feature:

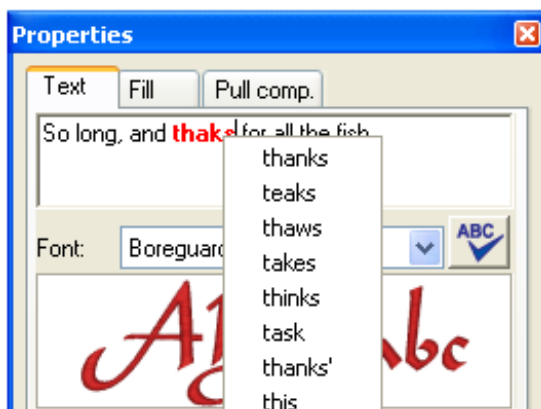
- 1 Create a Normal, Multi-line, Path, or Arc Text segment.
- 2 In the text input box on the Properties page, type in the desired text.

For more information, see the appropriate sections under "Creating Lettering".

- 3 Click the Spell Checker button  on the Properties page.
Any word that is misspelled will now show in red; correct words remain black.



- 4 To see a list of suggested correct spellings, right-click in the text entry box next to the incorrect word.
A list of alternatives appears below the text entry box.




- 5 Click on the correct word that you want to replace the incorrect one.
Your choice replaces the incorrect word.
- 6 Click Apply to create the text segment in your workspace.

Changing the Height of Lettering

Personalize 'N Stitch 2.0 makes it easy to change the height of any lettering. Height refers to the tallest character in the desired lettering. Thus, if an uppercase letter is followed by lowercase letters, the uppercase letter will typically be larger and its height will be set to your preference here.


To change the height of lettering:

- 1 Select the text object you want to alter.
- 2 From the File tool bar, click the Properties  tool.
You see the Properties box.
- 3 Click the appropriate text tab.
- 4 In the Height box, enter the height you want for your text.
- 5 Click Apply to save your changes.
You see your text's height altered accordingly.

Changing a Font Type

You can change the font type of text objects using the drop-down list of fonts in the Properties box. Below this font list, you will also see an image showing a sample of the selected font.

To change a font type:

- 1 Select the text object you want to alter.
- 2 From the File tool bar, click the Properties  tool.
You see the Properties box.
- 3 Click the appropriate text tab.
- 4 From the Font list, select the font you want to use.




To scroll through the list of fonts and see what each font looks like, click the down-arrow. Then use the up and down arrows on your keyboard to move through the font list. This allows you to preview the fonts without having to select each one.

- 5 Click Apply to save your changes.
You see your text's font type altered accordingly.

Changing Font Spacing

The font spacing setting adds a specified amount of space between each letter. Thus, if you wanted to add space between your letters, you could enter a 2 in the Spacing box. You can use this parameter to make the spaces between the letters less than zero. If the spacing is set at zero, the default, then the normal kerning operation for the font is used. If the spacing is set to less than zero, then the spacing between letters decreases; if it is set to a value greater than zero, then the spacing increases. If you want to individually adjust the letter spacing, you can do so by adjusting the letters with the kerning handles.

To change font spacing:

- 1 Select the text object you want to alter.
- 2 From the File tool bar, click the Properties  tool.
You see the Properties box.
- 3 Click the appropriate text tab.
- 4 In the Spacing box, enter the font spacing value you want to use.
- 5 Click Apply to save your changes.
You see your text's letter spacing altered accordingly.


Changing Width Compensation

The purpose of width compensation is twofold: to change the width of a text object for appearance or to compensate text in order to achieve more precision in the final output size. The Width Compensation adjustment is set in terms of percentage, and automatically gets updated when you drag the Width Handle on the text object.

When compensating a text object, a small percentage adjustment is used to widen the text and make up for normal shrinkage that happens to the fabric during embroidery. If you are aligning the text to other objects, such as other text objects, then this compensation can be used to keep your alignment

sharp. If you are unsure whether or not you might need some compensation, sew a test sample.

To change width compensation:

- 1 Select the text object you want to alter.
- 2 From the File tool bar, click the Properties  tool.
You see the Properties box.
- 3 Click the appropriate text tab.
- 4 In the Width box, enter the width compensation value you want to use.
- 5 Click Apply to save your changes.
You see your text's width compensation altered accordingly.


Changing the Slant setting

Personalize 'N Stitch 2.0 allows you to use the Slant setting to create a slanted effect in text objects. Slant changes the degree value of the slant on your lettering. A negative value slants your lettering to the left; a positive value slants it to the right.



Negative slant to the left and positive slant to the right.

To change slant settings:

- 1 Select the text object you want to alter.
- 2 From the File tool bar, click the Properties  tool.
You see the Properties box.
- 3 Click the appropriate text tab.

- 4 In the Slant box, enter the slant value you want to use. To slant your lettering to the left, enter a negative value. To slant your lettering to the right, enter a positive value.
- 5 Click Apply to save your changes.
You see your text altered accordingly.

Monogram Properties

Monogram properties are adjustments specific to monograms that can be made from the Properties box.



The Monogram tab allows you to set a wide variety of options and decorations for your text. The most important item is the Letters box, which is where you can enter the text that you want to monogram. Below the Letters box, is a bitmap showing a sample of the font.



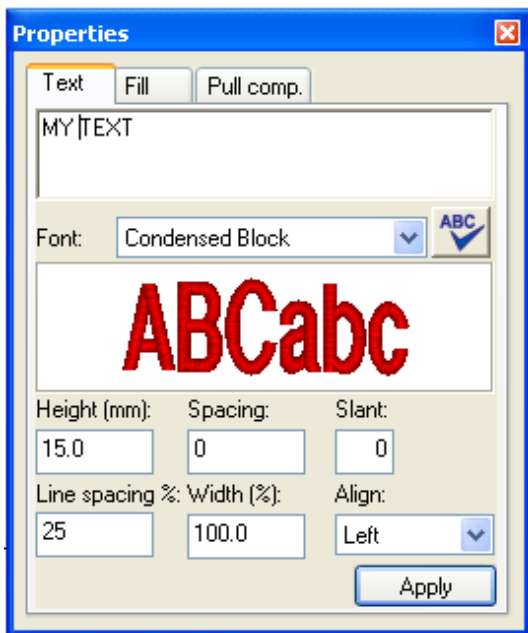
When using the Monogram Mode, only monogram fonts will be available because they have a custom-made set of decorations to work with.

Decor options available

The Decor options for monograms are font-specific. Each monogram has its own set of decorations that are uniquely designed for that font and its traditional applications. Simply click the down-arrow on the Decor drop-down list and scroll through the samples of decorations. Then select the one you want.

Normal Text and Multi-Line Properties

Normal and Multi-Line text properties are adjustments specific to normal text that can be made from the Properties box. Each version of text (Monogram, Normal, Multi-Line, Arc and Path) will alter the appearance of tabs from the Properties box slightly.



The Text tab allows you to set a wide variety of options regarding your text. The most important item is the text input box, which is where you can type in the text that you want to embroider. For multi-line text objects, you can enter a whole phrase, poem, etc. on multiple lines.

Line Spacing

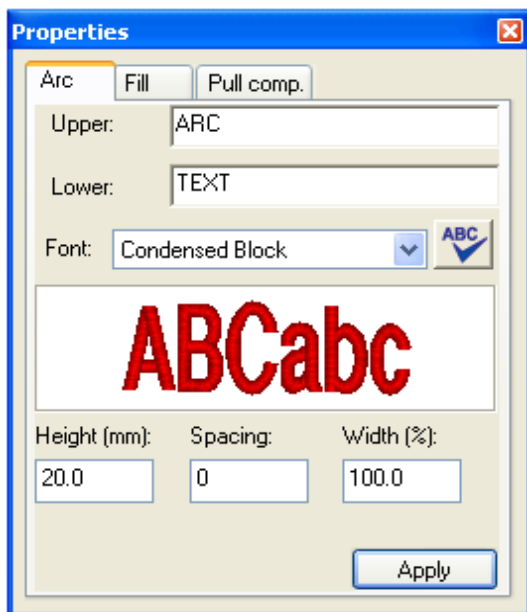
The Line Spacing parameter is unique to the Normal text and Multi-Line text mode. This parameter allows you to set the distance between lines of text based on a percentage of the text height. You can adjust the distance up or down to improve your results or to squeeze more text into your hoop.

Alignment

Alignment is found only in Normal text and Multi-Line text mode and works on multi-line text objects. The choices are Left, Right and Center. For example, Left alignment means that every line will start at the same left position.

Arc Text Properties

Arc Text properties are adjustments specific to Arc text that can be made from the Properties box.



The Arc tab allows you to set a variety of options regarding your text. The most important item is the text box, which is where you can type in the text that you want to embroider.

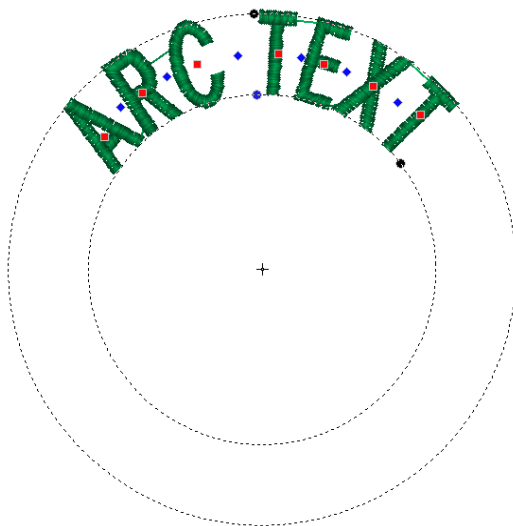


Because your text is in an arc frame you can only type in one line. You can, however, create a second Arc Text item with a smaller Arc. This allows you to simulate multi-line text using the Arc Text tool.

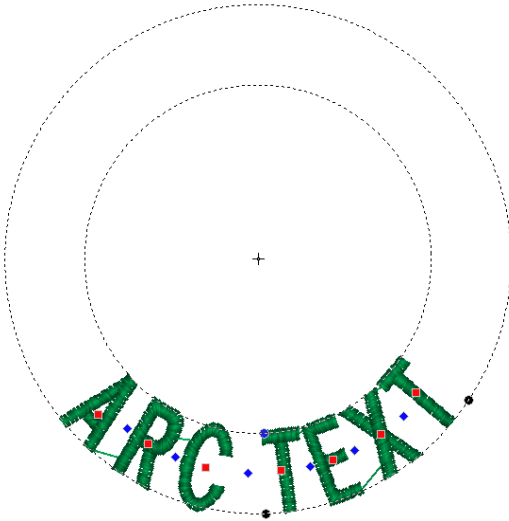
When you first create a segment of Arc text, the default text “Arc Text” is placed in the text frame, like so:



The direction that the letters run depends on whether they are typed in the Upper or Lower text boxes in the properties box. If you type text in the Upper text box, it appears at the top of the circle, running clockwise, thus:



If you want your text appear on the bottom of the circle, type it in the Lower text box; it will then appear in on the bottom of the circle, reading counter-clockwise, thus:



When you're done adjusting the properties of your Arc Text segment, hit the 'Apply' button to see the changes appear in the design.



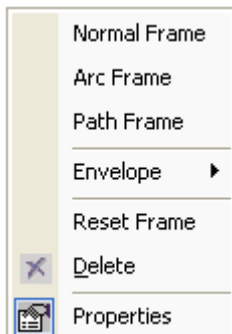
For some adjustments, such as the spacing, letter height or width, you can just hit 'Enter' on your keyboard, and the program applies the changes.

Changing Text Properties

You can right-click on any text object, regardless of its type, and an edit menu will appear. This menu allows you to change several important text properties, such as changing or resetting frames.

Changing Text Modes

The Text Mode can be changed for an existing text object in Personalize 'N Stitch 2.0. You can change an existing text item to Normal Frame, Path Frame, or Arc Frame. Right-click the text object and select the text mode from the menu.



This feature is useful when the text is already in position, but you realize that it was created by the wrong tool. For instance, you may create a normal text object, but then realize you want it to be an arced text object instead.

Resetting the Frame

The Reset Frame command is useful when you have altered your text object a bit too much and want to start over.

Resetting Individual Letters

The Reset Letter command is useful when you have manipulated a letter and want to reset it so that it looks as it would if it was never individually adjusted. This command is available when you activate individual letter size handles and right-click the individual letter with your cursor.

Deleting Text

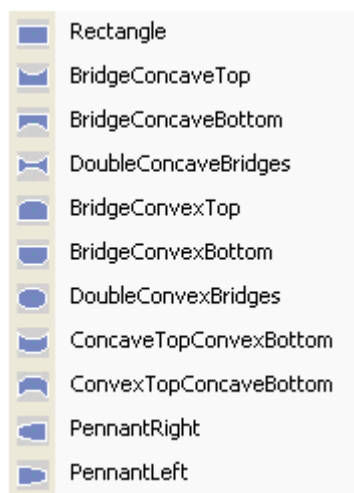
The Delete command deletes the currently selected text object.

Properties

The Properties command will show the Properties box, if it is not currently in view.

Selecting Pre-Defined Envelopes

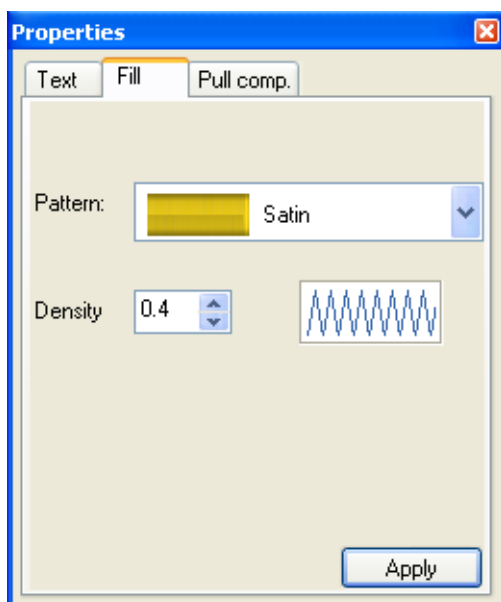
The Envelope feature allows you to set the Corner Handles and the Envelope Handles into several pre-defined patterns. You can use the envelope feature for normal text, multi-line text and monogram text. In the design window, right-click on the created text and select Envelop from the menu.



Envelope options

Changing Fill Settings

The second tab of the Properties box is the Fill tab. The Fill tab has the same appearance regardless of the text mode for the currently selected text object.



The Fill tab allows you to customize the parameters used by Personalize 'N Stitch 2.0 in the creation of the stitches that will fill the text design. You have the option to add a pattern type and change the text object's density settings.

Density setting

Fill density is the distance between individual lines of embroidery. Density in embroidery is measured in Stitch Points where each point is equal to 0.1 millimeters.

How does changing this setting affect your design? If you have a very loosely woven fabric, you may want to use a slightly larger number, which will decrease the density. This is done

because the fabric may not be able to hold a large set of stitches in a small area.



It is important to always stitch a test before committing to a design.

If you are unsure what setting to use, try the standard setting of 0.4. This setting works well almost universally, as long as you have not exceeded the font's size recommendations.

From the Fill tab, the image next to the Density setting will change as you adjust the setting. These are not precise images given in the Fill tab. Rather, these images are intended to provide you with visual clues to what you are doing as you change the settings.



A general rule is to go for full-fabric coverage, but add extra stabilizer if you want to support a high-density fill on a low-density fabric.

For larger text objects, particularly when you exceed the maximum recommended height of a font, you will probably want to use Fill stitches. Fill stitches are the type you would normally find filling an area in a typical embroidery design. With Fill stitches, each line across is made up of two or more individual stitches.

Changing Pull-Compensation Settings

Personalize 'N Stitch 2.0 allows you to adjust the pull-compensation in your design. In the Properties box, you can use the settings available in the Pull Comp tab to adjust the pull-compensation of text objects.


There are two types of pull-compensation, which differ in the way that the pull compensation is determined. A percentage pull-compensation calculates the change made to the stitches'

width based on their original width. An absolute pull-compensation is simply an extra amount of width which is added to the stitches regardless of their original length.



When you use percentage pull-compensation, you can also enter a value in the Max range box of the Pull Comp. tab. This value sets an absolute maximum limit on the size of the pull-compensation. If the calculated pull-compensation value goes over this length, the actual stitches that are generated will be limited to this length.

To adjust the pull-compensation:

- 1 Select the text object you want to adjust.
For more information, see "Selecting text objects for design editing".
- 2 From the File tool bar, click the Properties  tool.
You see the Properties box.
- 3 In the Properties box, click the Pull Comp tab.
- 4 From the Type list, select one of the following options:
 - ♦ None. Makes no adjustments to pull-compensation.
 - ♦ Percentage. Enter the percentage in the value % box and, if necessary, enter the maximum value of pull-compensation in the Max Range box.



You can also adjust the value % number using the value % slider.


- ♦ Absolute. Enter the amount of absolute pull-compensation in the Absolute Value box.
- 5 Adjust any of the other properties settings. Refer to the related procedures for more information.
 - 6 Click Apply.
You see the text object altered accordingly.

Using Outline Mode

In this section:

- Find out how to edit and work with various text objects.
- Learn the different ways to move through a design window.
- Learn how to resequence by color to change the sewing order of designs.
- Learn how to insert color changes within text objects.

Editing Objects in Outline Mode

When you use the Segment Select  tool from the Edit tool bar, Personalize 'N Stitch 2.0 automatically changes to Outline Mode. When design objects are selected in Outline mode, any edits will apply to the entire selection. This includes text segments created in the software, any other designs that you have added using the Merge Design feature, or combinations of the two. You can move or rotate objects, or a composition of several object, using the corner handles of the selection frame.



Text objects can be resized through the Text Properties box. See "Editing Text in the Properties Box".

You cannot resize designs merged into Personalize 'N Stitch 2.0.

As a general rule, you should perform all outline edits to a design first (in Outline Mode) and save the design file. Next, you should perform all stitch edits to the same design (in Stitch Mode) and save the design file with a different file name. If you follow this general rule, you can avoid possibly losing your stitch edits while doing significant design editing.

An object's stitch edits may be lost if you perform an outline editing action that forces Personalize 'N Stitch 2.0 to regenerate stitches for the object. The following are design editing actions that can force stitch regeneration in your design:





- Resizing an object.
- Modifying the settings for an object.
- Moving an object.

Typically, when you add or modify objects in a design, Personalize 'N Stitch 2.0 will not regenerate stitches for the entire design. The software will, however, generate stitches for the object being modified.


Selecting Text Objects

Personalize 'N Stitch 2.0 makes it easy to select your text objects in order to perform necessary design edits. Once you select a text object, you can adjust its size and proportions, and make changes to its overall text properties.


To select text using the Segment Select tool:

- 1 From the Edit tool bar, click the Segment Select  tool.
- 2 Click the object you want to select.
The active objects are enclosed in a selection box.
- 3 From the Wizards tool bar, click the Multi-Line Text  tool, Arc Text  tool, or Path Text  tool.
The letter "A" appears beside your cursor and the text object is enclosed in a selection box with handles.


To select text using the Multi-Line Text tool:

- 1 From the Wizards tool bar, click the Multi-Line Text  tool.
The letter "A" appears beside your cursor.
- 2 Click the Text you want to select.
The text object is enclosed in a selection box with handles.


To select text using the Arc Text tool:

- 1 From the Wizards tool bar, click the Arc Text  tool.
The letter "A" appears beside your cursor.
- 2 Click the Text you want to select.
The text object is enclosed in a selection box with handles.


To select text using the Path Text tool:

- 1 From the Wizards tool bar, click the Path Text  tool.
The letter "A" appears beside your cursor.
- 2 Click the Text you want to select.
The text object is enclosed in a selection box with handles.


Selecting Objects

The Segment Select  tool allows you to select and move individual or groups of objects. When you open an existing design, it is considered an object. A merged design is considered an object as well. Each design created using one of Personalize 'N Stitch 2.0's wizards is considered a distinct object.

You select objects by clicking on a single object or by clicking and dragging to draw a box around parts of the design. The

Select All  tool allows you to select all objects in the design at once.

To select objects using the Segment Select tool:


- 1 From the Edit tool bar, click the Segment Select  tool.



If the objects are already grouped together, the Segment Select tool will automatically select the entire group of objects.

- 2 To select one object, do one of the following:
 - ♦ Click the object you want to select.
 - ♦ Click and drag to select the object you want.
The active object is enclosed in a selection box with handles.
- 3 To select multiple objects, do one of the following:
 - ♦ Click and drag across all the objects you want to select.
 - ♦ Click an object. Press CTRL on your keyboard while you click each object not already selected.
The active objects are enclosed in a selection box.

To select the entire design using the Select All tool:

- From the Edit tool bar, click the Select All  tool.
In the design workspace, the entire design is enclosed in a selection box.



In Outline Mode, you can also press Ctrl+A on your keyboard to select the entire design.

Copying Objects

You can use various methods to copy objects in your designs.

To copy to the Clipboard:

- 1 Select one or more objects you want to copy.
- 2 To copy objects to the clipboard, complete the following:
 - ♦ In the design workspace, right-click the object(s) and choose Copy from the menu.
- 3 To paste objects from the clipboard, complete the following:
 - ♦ In the design workspace, right-click anywhere and choose Paste from the menu.

The objects are not removed from their original placement.

The selection is pasted in its original location.



You can also choose Edit—Copy or press Ctrl+C on your keyboard to copy objects.

You can also choose Edit—Paste or press Ctrl+V on your keyboard to paste objects.

To cut to the Clipboard:

- 1 Select one or more objects you want to cut.
- 2 To cut objects to the clipboard, complete the following:
 - ♦ In the design workspace, right-click the object(s) and choose Cut from the menu.
- 3 To paste objects from the clipboard, complete the following:
 - ♦ In the design workspace, right-click anywhere and choose Paste from the menu.

The objects are removed from their placement.


The selection is pasted in its original location.




You can also choose Edit—Cut or press Ctrl+X on your keyboard to cut objects.

You can also choose Edit—Paste or press Ctrl+V on your keyboard to paste objects.

Deleting Objects

Deleting an object removes it from the design. The only way to retrieve an object you delete is to choose Edit—Undo or click Undo  from the File tool bar immediately after you delete it.

To delete an object:

- 1 From the Edit tool bar, click the Segment Select  tool.
- 2 Select the object.
- 3 There are three ways to delete an object:
 - ♦ Right-click and select Delete from the shortcut menu.
 - ♦ Press Delete on your keyboard.
 - ♦ Choose Edit—Delete.

Moving through Outline Designs

Personalize 'N Stitch 2.0 makes it easy to move through a design to select a specific color.






Text segments that have multiple colors will appear as a single entry when you use the color advance tools, so all colors in the text segment will be displayed together.



As you navigate through the design with the Color Advance and Color Reverse tools, you can track which color you are in by looking at the status bar at the bottom of the workspace.

The status bar tells you how many colors are in the design in total, and which color (by sewing order) is currently selected.

To move through a design by color:

- From the Color tool bar, do any of the following:
 - ♦ Click the Color Advance  tool to move to the next color change.
 - ♦ Click the Color Reverse  tool to move to the previous color change.
 - ♦ Click the All Colors  tool to view all colors in the design.




If you have imported a file containing a multi-color lettering segment (for example, an outline font), it will appear as a single color as you move through the design with the Color Advance tool. However, you can have the two colors show separately using the Preserve as Stitches feature.

Select the segment, right-click, and choose “Preserve as stitches” from the context menu that appears. Now when you move through the design by color, you will see each color of the text segment displayed individually. You will now be able to change the thread colors of the multi-color lettering. (See “Changing Colors in a Design.”)

Note: Once “Preserve as Stitches” has been applied to a text segment, you will no longer be able to use the Properties tool to change text properties such as the font, letter spacing, slant, and so on.

To move through a design using the Draw Bar:

- 1 From the Edit tool bar, click the Segment Select  tool.
- 2 Choose View—Tool Bars—Draw Bar to view the Draw Bar on the design workspace, if not already visible.
- 3 From the Draw Bar, use any of the following:



Previous Stitch: Move backward in the design by one stitch.



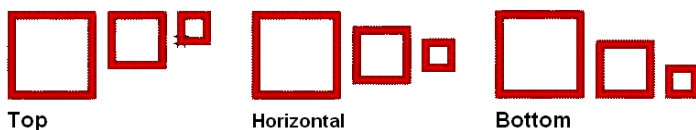
Scrollbar slider: Drag the scrollbar slider to advance the design to a specific position. When the scrollbar slider is positioned over a color, you see the specified thread color being sewn in the design. The entire length of the scrollbar slider represents the entire design.



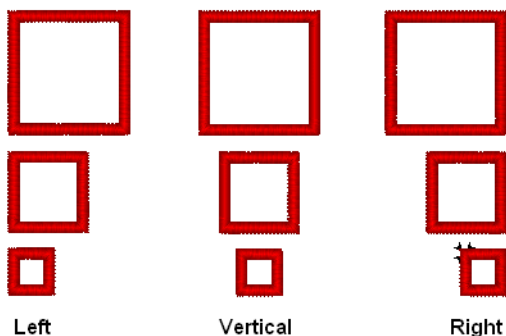
Next Stitch: Move forward in the design by one stitch.

Aligning Objects Horizontally and Vertically

You can align objects horizontally or vertically. You can use this feature to precisely align objects at the center of a design.



Vertical alignment



Horizontal alignment

To align objects:

- 1 Select the objects you want to align.
- 2 From the Modify tool bar, click any of the following:



Center: Moves all selected objects and aligns them along the center-most axis.



Left Align: Moves all selected objects except the left-most item selected, and aligns them along the left-most axis.



Right Align: Moves all selected objects except the right-most item selected, and aligns them along the right-most axis.



Bottom Align: Moves all selected objects except the bottom-most item selected, and aligns them along the bottom-most axis.



Top Align: Moves all selected objects except the top-most item selected, and aligns them along the top-most axis.



Horizontal Center Align: Takes all selected objects and centers them in the selection box. The objects are moved so that they are centered left-to-right with each other, but they are not moved up or down.



Vertical Center Align: Takes all selected objects and centers them in the selection box. The objects are moved so that they are centered top-to-bottom with each other, but they are not moved left or right.



You can also choose Edit—Align and select any of the available Align tools.


Changing the Position and Orientation of Design Objects

You can use a few different methods to move and change the angle of objects in your designs.

Moving design objects manually

You can move objects around your design by dragging them to another location.

To move a design object or a copy of an object manually:


- 1 From the Edit tool bar, click the Segment Select  tool.
- 2 Select the object.
- 3 Click and drag the object to its new location.

As you drag, the status line displays the horizontal (dx) and vertical (dy) distance.

Nudging Design Objects

Nudging moves the selected design object or group of design objects incrementally. Nudging is similar to dragging the object but the distance that the object moves is smaller.

To nudge up:

- Use Ctrl + .

To nudge down:

- Use Ctrl + .

To nudge left:

- Use Ctrl + .

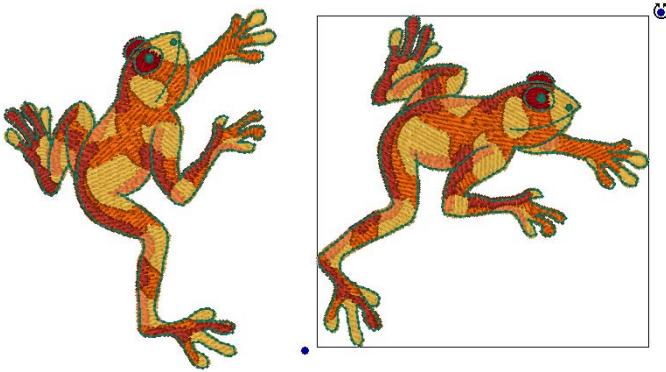
To nudge right:

- Use Ctrl + .

Rotating Objects in the Workspace

Rotating a design object turns it around a fixed point that you determine. Rotating is useful if your design contains elements that are rotated to the same angle, such as a logo and lettering displayed on a 30° angle.

In Personalize 'N Stitch 2.0, you now have three options if you want to rotate objects, such as merged designs. You can rotate them manually using the round blue handles at the corners of the selection box, rotate by 90° using the Rotate Left or Rotate Right buttons from the Modify Toolbar, or type in a degree of rotation in the design's Properties box.



Rotating a design object manually using the rotation bead.

To rotate segments manually:

- 1 Select one or more segments you want to rotate.
The active segment(s) is enclosed in a selection box with handles.
- 2 Move your mouse over the blue rotation bead beside the top, right or the bottom left design handle.
You see the cursor change to a circular arrow.
- 3 Click and drag the rotation bead to adjust the box to the angle you want.



You can see the degrees of your rotation angle on the status line in the bottom left corner.

To rotate segments using the Modify tool bar:

- 1 Select one or more segments you want to rotate.
The active segment(s) is enclosed in a selection box with handles.

- 2 From the Modify tool bar, click any of the following tools:



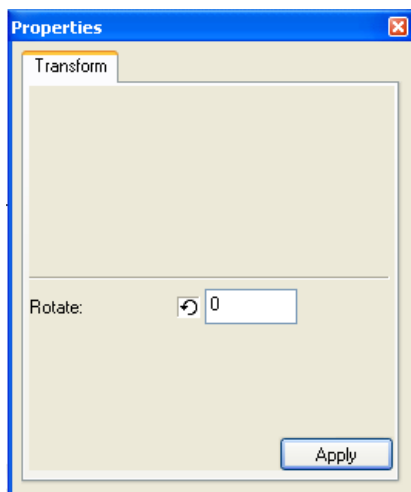
Rotate Left: Rotates one or more selected objects to the left by 90-degree increments.



Rotate Right: Rotates one or more selected objects to the right by 90-degree increments.

To rotate segments using the Properties box:

- 1 Select the design object you want to rotate.
The active segment(s) is enclosed in a selection box with handles.
- 2 Click on the Properties button.
You see the Properties box for the selected object.



- 3 In the Rotate box, enter the number of degrees you want to rotate your design.
- 4 Click Apply.

Sequencing Objects

You can alter the sequence of objects in your designs.

Inserting Objects Earlier in the Sequence

You can add objects earlier in your design's sequence and change the order objects are sewn.

To insert objects before the insertion point:

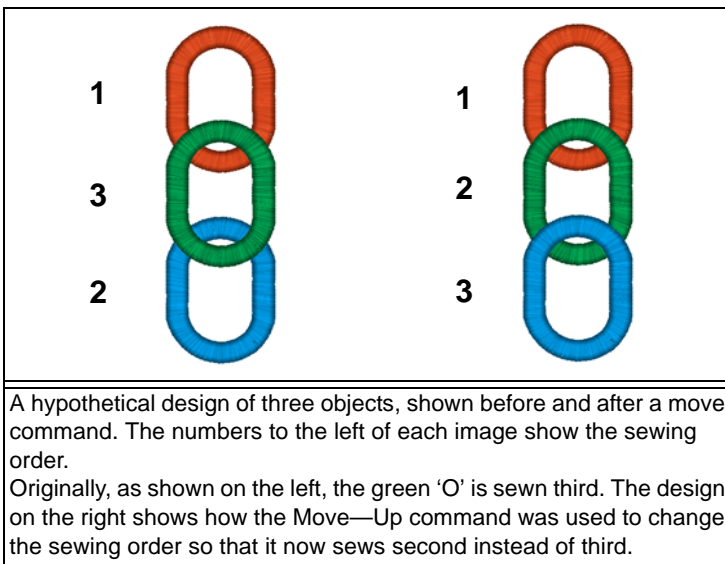
- 1 Select the object(s).
- 2 Copy or cut the object(s).
- 3 In the design workspace, select the object which comes immediately *after* the place in the sequence where you want to insert the object(s).
- 4 Do one of the following:
 - ♦ Choose Edit—Insert.
 - ♦ In the design workspace, right-click the objects and choose Insert from the menu.

The selection is inserted before the selected segment.

Moving an Object Forward or Backward in the Sewing Order

Use the Move Up commands to move the selected object closer to the beginning of the design. In other words, you are moving the selected object earlier in the sewing order.

You can also use the Move Down commands to move the selected object closer to the end of the design. In other words, you are moving the selected object behind the next object.

**To move an object forward:**

- 1 Select the object(s).
- 2 In the design workspace, right-click the object(s) and choose Move—Up.

To move an object backward:

- 1 Select the object(s).
- 2 In the design workspace, right-click the object(s) and choose Move—Down.

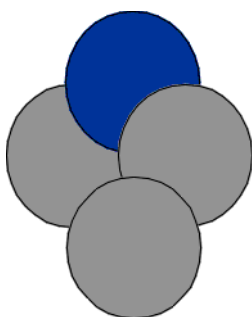
Moving an Object to the Start or End of a Design

Use the Move First command to make the selected object the first one to be stitched. When a design is sewn, the first object sewn is usually "on the bottom" or in the "back" of the design. Use the Move Last command to make the selected object the

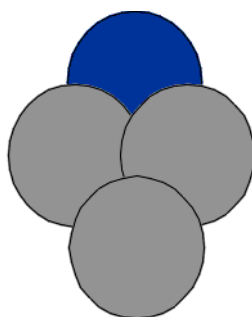
last one to be stitched. When a design is sewn, the last object sewn is usually "on top" or in the "front" of the design.

To move an object to the start of a design:

- 1 Select the segment(s) you want to move to the start of your design.
- 2 In the design workspace, right-click the object(s) and choose Move—First.



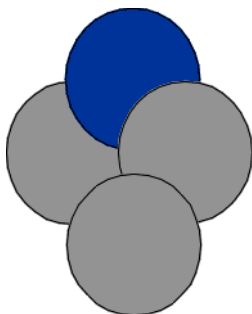
Before Move



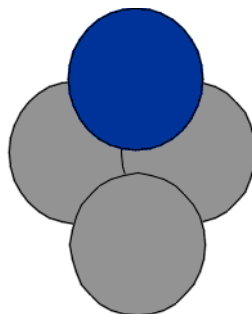
After Move—First

To move an object to the end of a design:

- 1 Select the object(s) you want to move to the end of your design.
- 2 In the design workspace, right-click the object(s) and choose Move—Last.



Before Move



After Move—Last

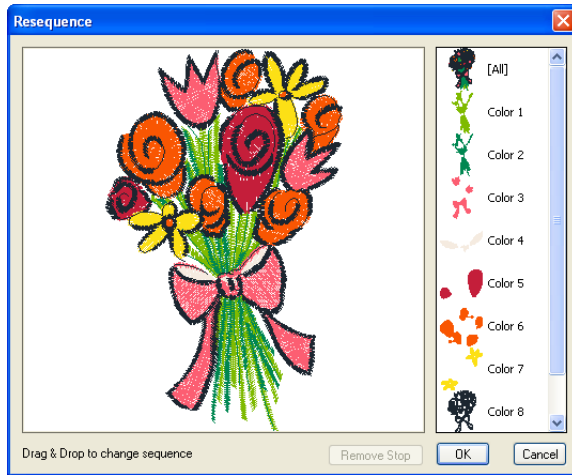
Resequencing Segments by Color

You can sequence design segments by color. When you resequence by color, the segments of the design can be reordered according to their thread color. In other words, you can reorder the segments so that all Dark Yellow segments come first, then Dark Orange segments, and so on. Segments using the same needle remain in the same relative order.

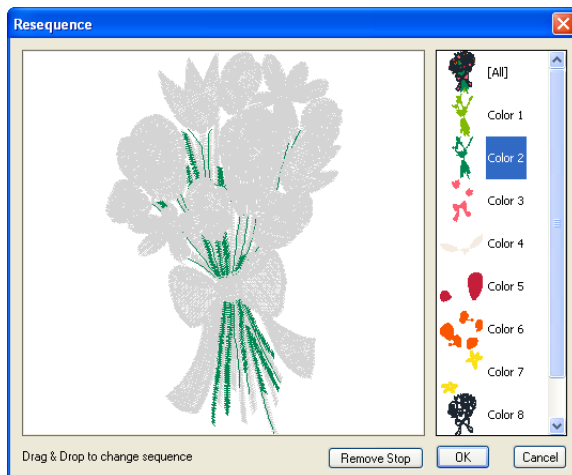


To resequence segments by color:

- 1 Do one of the following:
 - ♦ Choose File—Open to open an existing file.
 - ♦ Choose File—New to create a new file and create a design.
- 2 Choose Tools—Resequence.
You see the Resequence dialog appear with a preview of your design.



- 3 Select the color in the design you want resequenced.
The design preview will grey out all other segments and you will only see the color segment you selected.



- 4 Click and drag the selected color segment earlier or later in the design.
- 5 Resequence any other color segments accordingly.

- 6 To remove color stops, see “Removing Color Stops” for more information.

- 7 Click OK.

The draw bar will be updated automatically and each thread color in the design will be sewn out in this new order.

Removing Color Stops

You can remove color stops (also known as color changes) between segments using the Resequence dialog. Once a color stop is removed, the selected segment will use the thread color of the previous segment in the design.

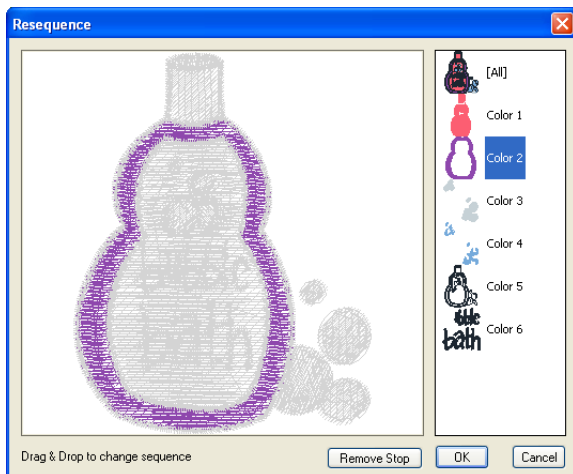
To remove color stops:

- 1 Do one of the following:

- ♦ Choose File—Open to open an existing file.
- ♦ Choose File—New to create a new file and create a design.

- 2 Choose Tools—Resequence.

You see the Resequence dialog appear with a preview of your design.



- 3 Select the color in the design whose color stop you want removed.

The design preview will grey out all other segments and you will only see the color segment you selected.

- 4 Click Remove Stop.

The color stop will be removed and the selected segment will now use the same thread color as the previous color segment in the design.


- 5 Click OK.

Working with Monograms

In Personalize 'N Stitch 2.0, you can work and make changes to any one, two or three letter monograms. You can also change the monogram decorations.

Monogram text is controlled in two ways: using a set of handles that allow individual adjustments to the text or using the settings in the Properties box. For more information, see “Monogram Properties”.



If these handles are not showing around your monogram, you need to select it in text mode; you switch into text mode by selecting any of the text tools. When you are in text mode, a letter “A” appears next to the mouse pointer 

The changes described below cannot be made if the lettering is selected using the Select tool.

Changing the Size of a Monogram

The size of monograms can be adjusted using the Proportional Sizing Handle. This handle is on the top, left of the design and it appears as a black pennant pointing up.



To change the size of a monogram:

- 1 Select the monogram you want to adjust.
- 2 Click and drag the proportional sizing handle.

You see the monogram scale proportionally, which means that as you make the design wider, the design also gets taller.

Changing the Width of a Monogram

The width of a monogram can be adjusted using the Width Handle. This handle is on the bottom, right of the text and it appears as a black pennant pointing right.



To change the width of a monogram:

- 1 Select the monogram you want to adjust.

- 2 Click and drag the width handle.

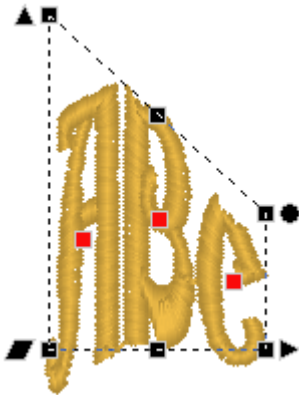
You see the monogram's width altered accordingly.



You cannot change the height of a monogram using its width handles. If you want to adjust the height of the monogram, it can be done within the Properties box. Click the Monogram tab and enter the new size in the Height box. Click Apply to apply your changes.

Adjusting the Corners of a Monogram

The corners of a monogram can be adjusted up or down using the Corner Handles. The Corner Handles are at each corner of the design. These handles are black in color and square shaped. Their purpose is to adjust the vertical position of each corner. Using the corner handles, you can create a monogram that appears as if it is going up or down hill.



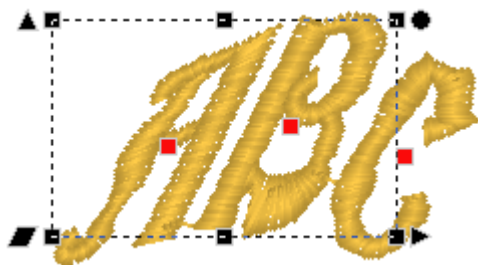
To adjust the corners of a monogram:

- 1 Select the monogram you want to adjust.
- 2 Click and drag a corner of the monogram.

You see the monogram's shape altered accordingly.

Adjusting the Slant of a Monogram

The angle of the letters in a monogram can be adjusted with the Slant Handle. The Slant Handle is the back diamond-shaped handle in the lower-left of the selection box.



To adjust the slant of a monogram:

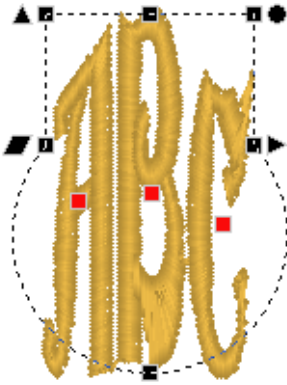
- 1 Select the monogram you want to adjust.
- 2 Click and drag the Slant Handle to add slant to the letters in the monogram; drag right to add a forward (positive) slant, or left to add a backward (negative) slant.

You see the angle of the letters in the monogram altered accordingly.

Changing the Shape of a Monogram with Envelopes

Monograms can be made to fit inside a shape, otherwise referred to as an envelope. You can adjust this shape by using Envelope Handles.


The Envelope Handles are the square, black handles that are centered on the text, both above and below it. These handles adjust vertically to form a curved shape to the text, top and bottom independently. Used in combination with the Corner Handles, a wide variety of text effects can be achieved.

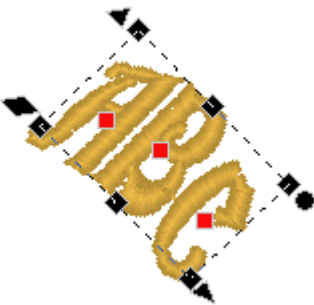


To change the shape of a monogram using envelope handles:

- 1 Select the monogram you want to adjust.
- 2 Click and drag the top or bottom envelope handle.
You see the monogram's shape altered accordingly.

Rotating a Monogram

You can use a Rotation Handle to rotate selected monograms in Personalize 'N Stitch 2.0. The Rotation Handle is at the top, right of the design and appears as a black circle. When you place your cursor over the rotation handle, the cursor changes to a circle-arrow handle .

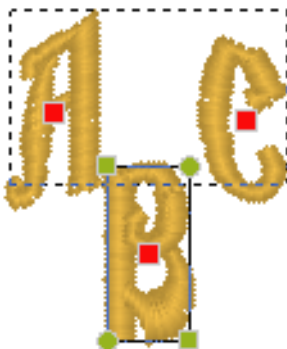


To rotate a monogram:

- 1 Select the monogram you want to rotate.
- 2 Place your cursor over the rotation handle.
You see the cursor change to a circle-arrow handle.
- 3 To rotate the monogram to any angle, click and drag the rotation handle.
You see an outline of the monogram rotate onscreen as you are dragging. The monogram will recalculate its position when you release the mouse.

Repositioning Individual Letters in a Monogram

Personalize 'N Stitch 2.0 allows you to move individual letters in a monogram using the Letter Handles. The Letter Handles are red in color, and appear in the center of each letter. When you use the letter handle feature, you can make changes to an individual letter's position. You can also alter the monogram's size and rotate it.

**To reposition individual letters:**

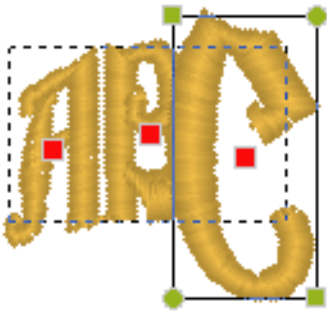
- 1 Select the individual letter you want to adjust.
- 2 Click the letter handle of the letter you want to reposition.
You see the active letter enclosed in a selection box with green handles.

- 3 Click and drag the letter handle to reposition the letter left, right, up or down.

You see the selected letter repositioned accordingly.

Adjusting Individual Letter Size in a Monogram


Letters can be individually resized using the Letter Size Handles. Letter Size Handles appear only when an individual Letter Handle has been clicked on. The Letter Size Handles are on the top, left and bottom, right of the letter and are olive green. Use these handles to increase and decrease the size of your letters.

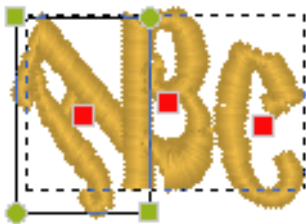


To adjust the size of individual letters in a monogram:

- 1 Select the individual letter you want to adjust.
- 2 Click the letter handle of the letter you want to adjust.
You see the active letter enclosed in a selection box with green handles.
- 3 Click and drag the top, left or bottom, right letter size handle to increase or decrease the proportional size of the letter.
You see the size of the selected letter adjusted accordingly.

Rotating Individual Letters in a Monogram

Individual letters can be rotated using the Letter Rotation Handles. Letter Rotation Handles appear only when an individual Letter Handle has been clicked on. The Letter Rotation Handles are on the top, right and bottom, left of the letter and are olive green. When you place your cursor over the letter rotation handle, the cursor changes to a circle-arrow handle . Use these handles to rotate the individual letter; similar to the way the Rotation Handle will rotate a whole text object.



To rotate individual letters in a monogram:

- 1 Select the individual letter you want to rotate.
- 2 Click the letter handle of the letter you want to adjust.
You see the active letter enclosed in a selection box with green handles.
- 3 Place your cursor over the letter rotation handle.
You see the cursor change to a circle-arrow handle.
- 4 To rotate the individual letter to any angle, click and drag the letter rotation handle.
You see an outline of the individual letter rotate onscreen as you are dragging. The letter will recalculate its position when you release the mouse.

Working with Normal, Multi-Line, and Path Text

In Personalize 'N Stitch 2.0, you can work and make changes to Normal, Multi-Line, and Path Text objects in one of two ways; by clicking and dragging the various handles on the box outlining the text, or by changing the properties by typing values directly in the Properties box.




Most of these methods of changing the shape of a text object can be applied to Normal, Multiline and Path Text objects. The only exception is the envelope handles, which do not apply to Path Text.

The following sections describe how to modify the text using the handles.

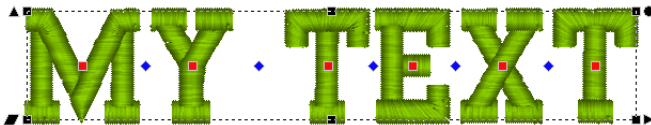


If these handles are not showing around your text segment, you need to select it in text mode; you switch into text mode by selecting any of the text tools. When you are in text mode, a

letter "A" appears next to the mouse pointer  A . The changes described below cannot be made if the lettering is selected using the Select tool.

Changing the Size of Text

The size of text objects can be adjusted using the Proportional Sizing Handle. This handle is on the top, left of the design and it appears as a black pennant pointing up.



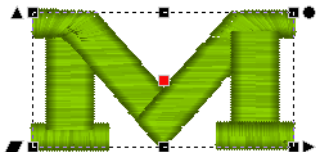
To change the size of text:

- 1 Select the text object you want to adjust.
- 2 Click and drag the proportional sizing handle.

You see the text scale proportionally, which means that as you make the design wider, the design also gets taller.

Changing the Width of Text

The width of text objects can be adjusted using the Width Handle. This handle is on the bottom, right of the text and it appears as a black pennant pointing right.



To change the width of text:

- 1 Select the text object you want to adjust.
- 2 Click and drag the width handle.

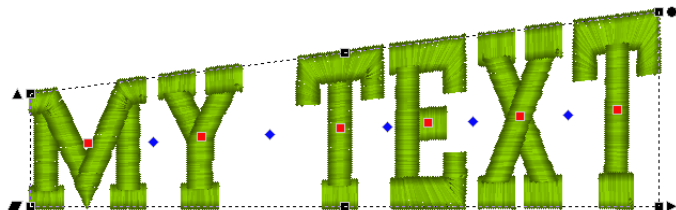
You see the text's width altered accordingly.



You cannot change the height of a text object using its width handles. If you want to adjust the height of text, it can be done within the Properties box. Click the Text tab and enter the new size in the Height box. Click Apply to apply your changes.

Adjusting the Corners of Text

The corners of text objects can be adjusted up or down using the Corner Handles. The Corner Handles are at each corner of the design. These handles are black in color and square shaped. Their purpose is to adjust the vertical position of each corner. Using the corner handles, you can create text that appears as if it is going up or down hill.

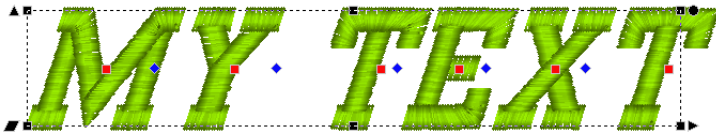


To adjust the corners of text:

- 1 Select the text object you want to adjust.
- 2 Click and drag a corner of the text object.
You see the text's shape altered accordingly.

Adjusting the Slant of Text


The angle of the letters in a text object can be adjusted with the Slant Handle. The Slant Handle is the back diamond-shaped handle in the lower-left of the selection box.

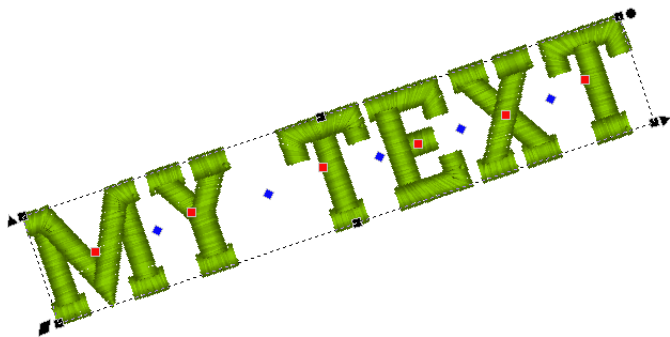
**To adjust the slant of text:**

- 1 Select the text object you want to adjust.
- 2 Click and drag the Slant Handle to add slant to the letters; drag right to add a forward (positive) slant, or left to add a backward (negative) slant.

You see the angle of the letters in the text object altered accordingly.

Rotating Text

Personalize 'N Stitch 2.0 allows you to use a Rotation Handle to rotate selected text objects. The Rotation Handle is at the top, right of the design and appears as a black circle. When you place your cursor over the rotation handle, the cursor changes to a circle-arrow handle .

**To rotate text:**

- 1 Select the text object you want to rotate.
- 2 Place your cursor over the rotation handle.
You see the cursor change to a circle-arrow handle.
- 3 To rotate the text to any angle, click and drag the rotation handle.
You see an outline of the text object rotate onscreen as you are dragging. The text will recalculate its position when you release the mouse.

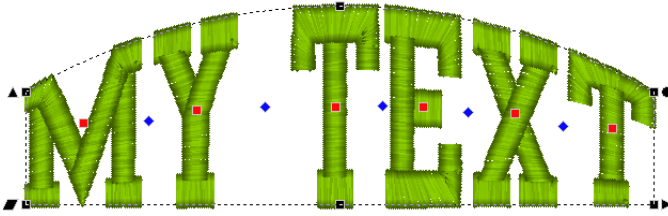
Changing the Shape of Text using Envelope Handles

Normal and Multi-Line text objects can be made to fit inside a shape, otherwise referred to as an envelope. You can adjust this shape by using Envelope Handles.



The Envelope Handles do not apply to Path Text objects.

The Envelope Handles are the square, black handles that are centered on the text, both above and below it. These handles adjust vertically to form a curved shape to the text, top and bottom independently. Used in combination with the Corner Handles, a wide variety of text effects can be achieved.



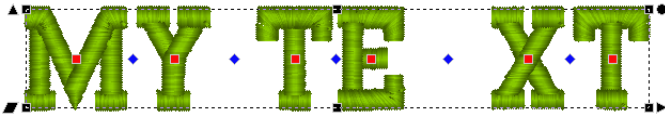
To change the shape of text using envelope handles:

- 1 Select the text object you want to adjust.
- 2 Click and drag the top or bottom envelope handle.

You see the text's shape altered accordingly.

Adjusting the Kerning (Space between the letters)

The space between individual letters of a text object can be adjusted using the Kerning Handles. The Kerning Handles are the blue diamond shaped handles that appear between each letter. These handles move horizontally and can be dragged to adjust the space between each letter.



If you move a kerning handle in the middle of a word, you adjust only the space between those two letters, thus if you add space, you see the entire text object expand, keeping the distances you have between each of the other letters.

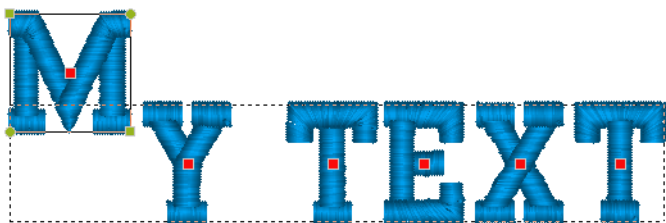
To adjust kerning:

- 1 Select the text object you want to adjust.
- 2 Click and drag the appropriate kerning handle horizontally.

You see the space between the selected kerning handles altered accordingly.

Repositioning Individual Letters

Personalize 'N Stitch 2.0 allows you to move individual letters for a text object using the Letter Handles. The Letter Handles are red in color, and appear in the center of each letter. When you use the letter handle feature, you can make changes to an individual letter's position. You can also alter the text's size and rotate it.

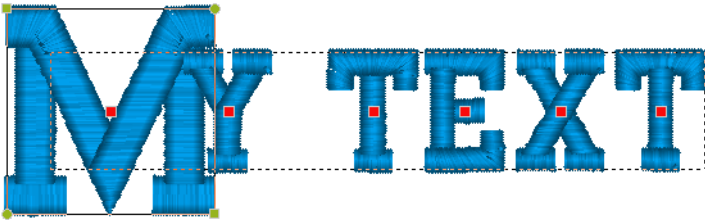


To reposition individual letters:

- 1 Select the individual letter you want to adjust.
- 2 Click the letter handle of the letter you want to reposition.
You see the active letter enclosed in a selection box with green handles.
- 3 Click and drag the letter handle to reposition the letter left, right, up or down.
You see the selected letter repositioned accordingly.

Adjusting Individual Letter Sizes


Letters can be individually resized using the Letter Size Handles. Letter Size Handles appear only when an individual Letter Handle has been clicked on. The Letter Size Handles are on the top, left and bottom, right of the letter and are olive green. Use these handles to increase and decrease the size of your letters.

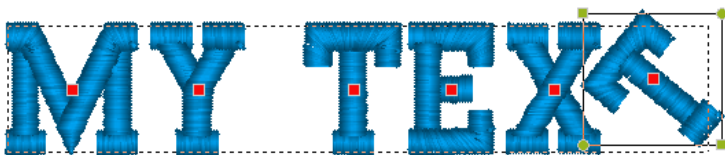


To adjust the size of individual letters:

- 1 Select the individual letter you want to adjust.
- 2 Click the letter handle of the letter you want to adjust.
You see the active letter enclosed in a selection box with green handles.
- 3 Click and drag the top, left or bottom, right letter size handle to increase or decrease the proportional size of the letter.
You see the size of the selected letter adjusted accordingly.

Rotating Individual Letters

Individual letters can be rotated using the Letter Rotation Handles. Letter Rotation Handles appear only when an individual Letter Handle has been clicked on. The Letter Rotation Handles are on the top, right and bottom, left of the letter and are olive green. When you place your cursor over the letter rotation handle, the cursor changes to a circle-arrow handle . Use these handles to rotate the individual letter; similar to the way the Rotation Handle will rotate a whole text object.



To rotate individual letters:

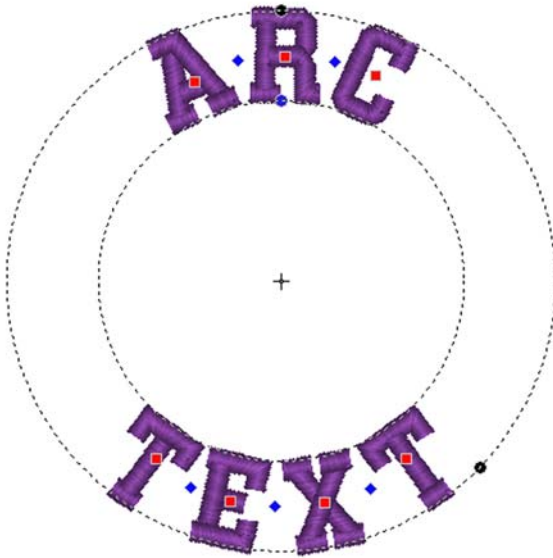
- 1 Select the individual letter you want to rotate.
- 2 Click the letter handle of the letter you want to adjust.
You see the active letter enclosed in a selection box with green handles.
- 3 Place your cursor over the letter rotation handle.
You see the cursor change to a circle-arrow handle.
- 4 To rotate the individual letter to any angle, click and drag the letter rotation handle.
You see an outline of the individual letter rotate onscreen as you are dragging. The letter will recalculate its position when you release the mouse.

Working with Arced Text

You can apply lettering around the outside or inside of an arc shape in Personalize 'N Stitch 2.0. You can adjust the size, width and spacing of your letters, as well as the size of the arc. You can also rotate the letters around on the arc, and easily encircle an embroidery design.

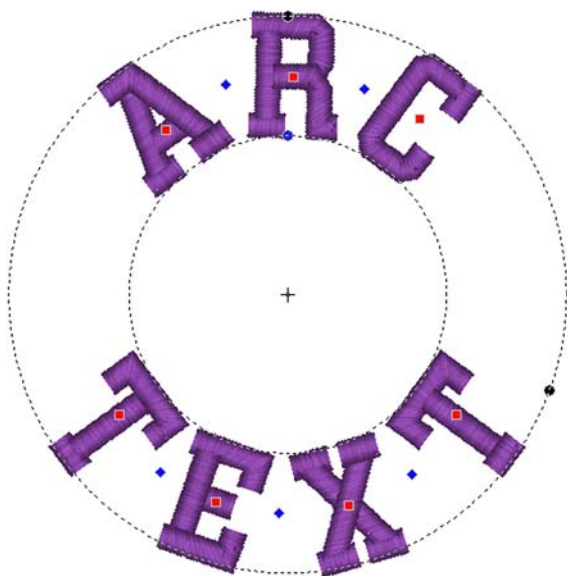
Arced text is controlled in two ways: using a set of handles that allow individual adjustments to the text or using the settings in the Properties box. For more information, see “Arced Text Properties”.

You can change the look of arced text using the various adjustment handles available on the Arc Text frame.



Changing the Size of Arced Text

The height of arced text can be adjusted using the Proportional Sizing Handle. This handle is on top of the design and appears as a black circle.



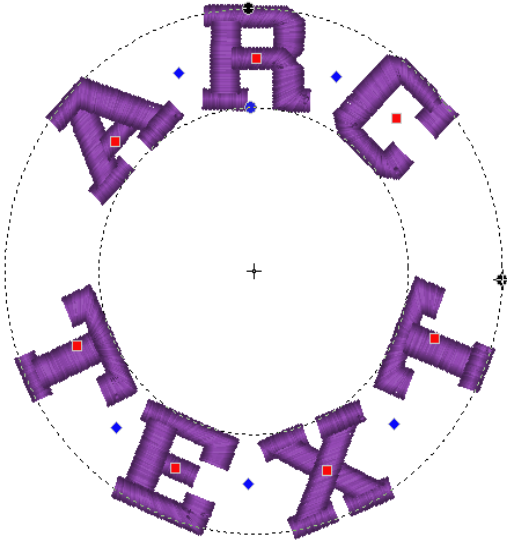
To change the size of arced text:

- 1 Select the arced text you want to adjust.
- 2 Click and drag the proportional sizing handle.

You see the text scale proportionally, which means that as you make the design wider, the design also gets taller. As you resize, however, the basic arc that the text is on does not change.

Changing the Width of Arced Text


The width of arced text can be adjusted using the Width Handle. This handle appears on the bottom, right of the text as a black circle.

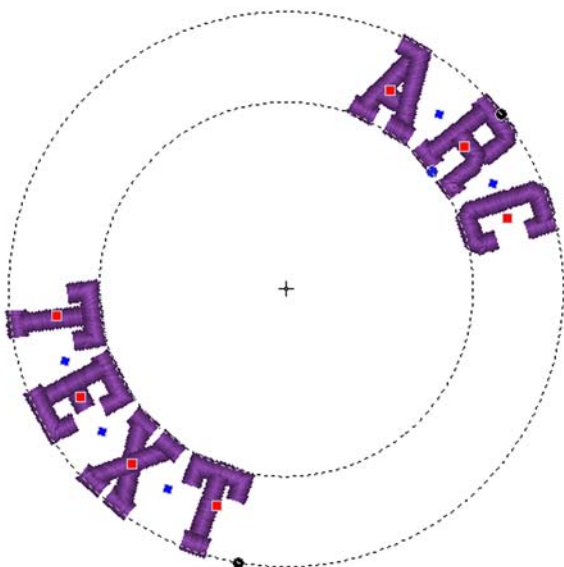


To change the width of arced text:

- 1 Select the arced text you want to adjust.
- 2 Position the mouse pointer over the width handle.
The pointer changes to a cross hair.
- 3 Click and drag the width handle.
You see the text filling around the arc more (wider text) or less (narrower text).

Rotating Text Around an Arc

Text can be rotated around an arc using the Rotation Handle. You can also use this handle to control the diameter of the arc that the text is on. The Rotation Handle is at the bottom-center of the arced text and appears as a blue circle. When you place your cursor over the rotation handle, the cursor changes to a circle-arrow handle .



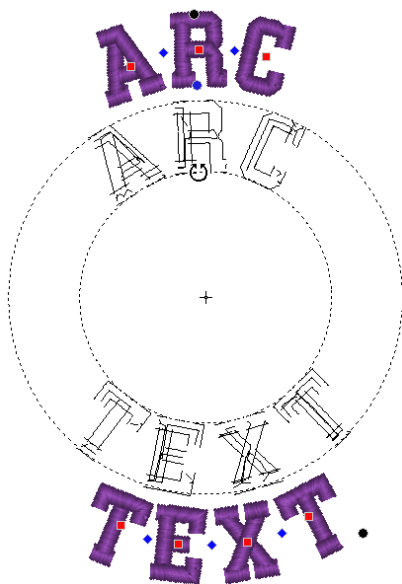
To rotate arced text:

- 1 Select the arc text you want to rotate.
- 2 Place your cursor over the rotation handle.
You see the cursor change to a circle-arrow handle.
- 3 To rotate the text to any angle, click and drag the rotation handle.
You see an outline of the arced text rotate onscreen as you are dragging. The text will recalculate its position when you release the mouse.


- 4 To alter the diameter of the arc that the text is on, do any of the following:
 - ♦ Move the cursor closer to the center of the arc to create a smaller diameter circle.
 - ♦ Move the cursor away from the center of the arc to create a larger diameter circle.

Changing the Diameter of the Arc Text frame

You can change the overall diameter of the baseline of your Arc Text using the Rotation Handle. This is the dark blue circle on the inner edge of the frame.

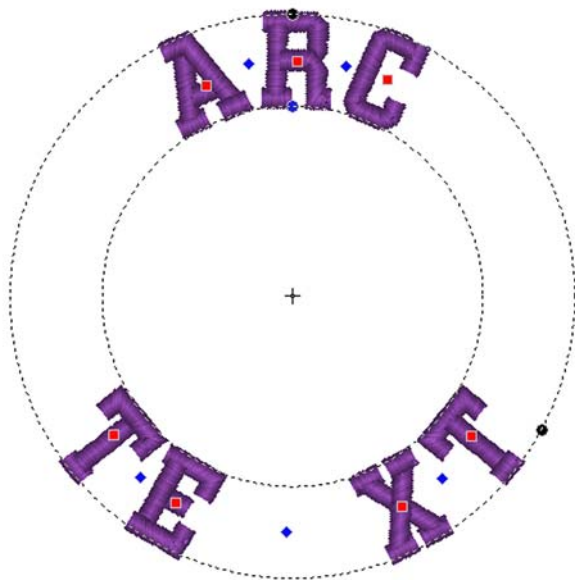


To change the diameter of the Arc Text frame:

- 1 Place your mouse pointer over the Rotation handle
The pointer will change to a circle-arrow handle .
- 2 Drag in or out along a radius to increase or decrease the diameter of your Arc Text object.

Adjusting the Kerning (Space between the letters)

You can adjust the space between each letter in the arc text using the Kerning Handles. The Kerning Handles are the blue diamond shaped handles that appear between each letter. These handles move horizontally and can be dragged to adjust the space between each letter.



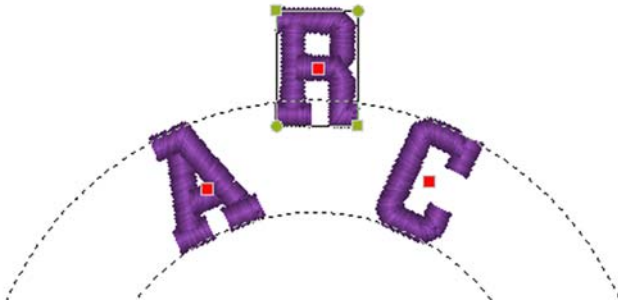
If you move a kerning handle in the middle of a word, you adjust only the space between those two letters; if you add space, you see the entire text object expand, keeping the distances you have between each of the other letters.

To adjust arced text kerning:

- 1 Select the arced text you want to adjust.
- 2 Click and drag the appropriate kerning handle horizontally.
You see the space between the selected kerning handle altered accordingly.

Repositioning Individual Letters in Arced Text

Individual letter positions can be adjusted for arced text using the Letter Handles in Personalize 'N Stitch 2.0. The Letter Handles are red in color, and appear in the center of each letter. When you use the letter handle feature, you can make changes to an individual letter's position. You can also alter the arced text's size and rotation.

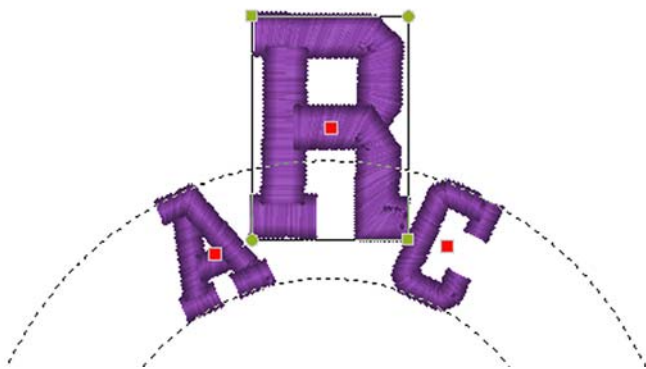


To reposition individual letters in arced text:

- 1 Select the letter in the arced text that you want to adjust.
- 2 Click the letter handle of the letter you want to reposition.
You see the active letter enclosed in a selection box with green handles.
- 3 Click and drag the letter handle to reposition the letter left, right, up or down.
You see an outline of the letter rotate onscreen as you are dragging. The lettering will recalculate its position when you release the mouse.

Adjusting Individual Letter Size


Letters can be individually resized using the Letter Size Handles. Letter Size Handles appear only when an individual Letter Handle has been clicked on. The Letter Size Handles are on the top, left and bottom, right of the letter and are olive green. Use these handles to increase and decrease the size of your letters.

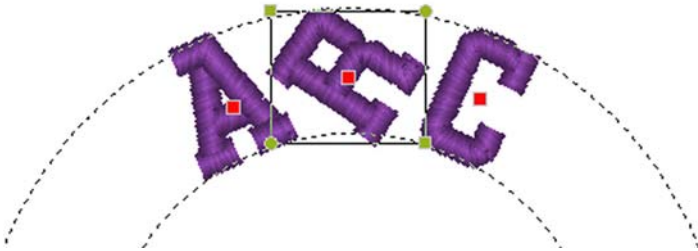


To adjust the size of individual letters:

- 1 Select the letter in the arced text that you want to adjust.
- 2 Click the letter handle of the letter you want to adjust.
You see the active letter enclosed in a selection box with green handles.
- 3 Click and drag the top, left or bottom, right letter size handle to increase or decrease the proportional size of the letter.
You see the size of the selected letter adjusted accordingly.

Rotating Individual Letters

Individual letters can be rotated using the Letter Rotation Handles. Letter Rotation Handles appear only when an individual Letter Handle has been clicked on. The Letter Rotation Handles are on the top, right and bottom, left of the letter and are olive green. When you place your cursor over the letter rotation handle, the cursor changes to a circle-arrow handle . Use these handles to rotate the individual letter; similar to the way the Rotation Handle will rotate a whole arced text object.

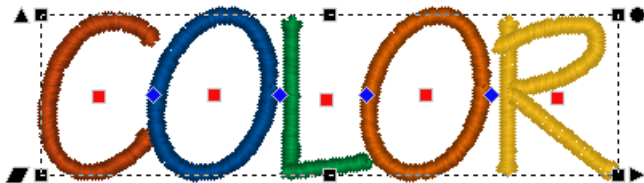


To rotate individual letters:


- 1 Select the letter in the arced text that you want to rotate.
- 2 Click the letter handle of the letter you want to adjust.
You see the active letter enclosed in a selection box with green handles.
- 3 Place your cursor over the letter rotation handle.
You see the cursor change to a circle-arrow handle.
- 4 To rotate the individual letter to any angle, click and drag the letter rotation handle.
You see an outline of the individual letter rotate onscreen as you are dragging. The letter will recalculate its position when you release the mouse.

Inserting Color Changes

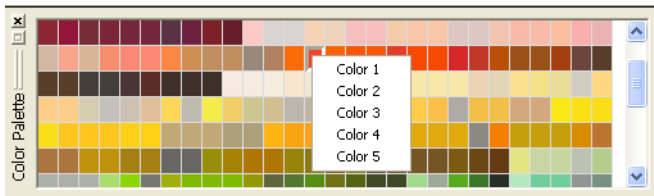
Personalize 'N Stitch 2.0 allows you to insert color changes between two letters (or groups of letters) using the tilde (~) mark.



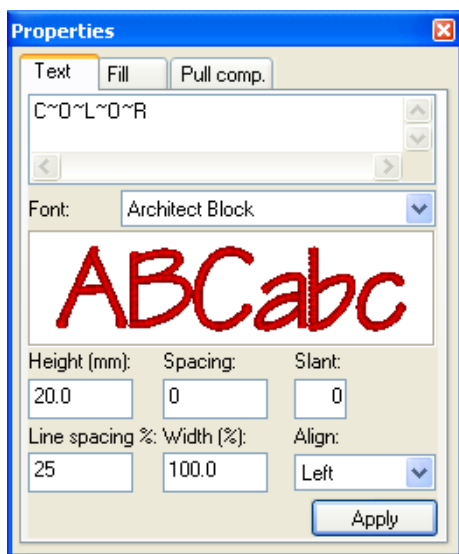
To insert a color change:

- 1 Select the text object you want to alter.
- 2 From the File tool bar, click the Properties  tool.
- 3 In the text input box, enter the tilde (~) sign between the letters (in the above example, you would insert tildes between each letter so that the text reads C~O~L~O~R).
- 4 To apply your choice of colors to the individual letters, move the mouse pointer to the desired color in the Color Palette and right-click.

A context menu appears, listing the colors in the order they appear in your text.



- 5 From the context menu, click on the label "Color 1" to apply the chosen thread color to it.
The letter changes to the chosen color.
- 6 Repeat step 5 for each color change in the word or text object.



- Click Apply to save your changes.

You see the lettering altered accordingly.



The example outlined above demonstrates color changes being applied between individual letters, but you can apply changes in exactly the same way between words in any kind of text object. Note that the tildes do not add any space between characters or words in your text.

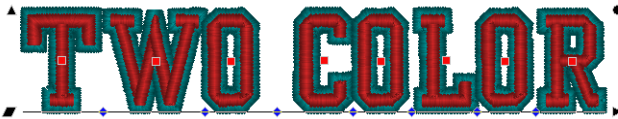
Changing the Colors for a Two-color Font

You can also choose the thread color for each of the components (that is, the fill and the border) of a two-color font. You just apply the color to each by selecting the color you want to use for each from the color palette.

To change colors in a two-color font:

- Create a text object using any one of the text tools from the Wizards toolbar.

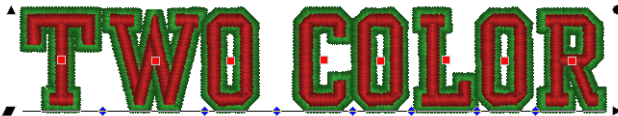
- 2 In the Properties box, select a two-color font and click apply.
The text appears in the workspace; colors for the fill and border are chosen arbitrarily.



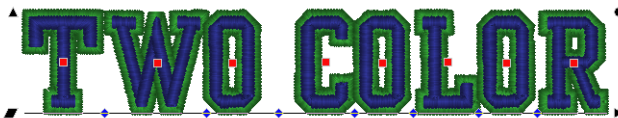
- 3 Find the color you wish to apply to the first color of the lettering in the color palette, and right click on it.
You see the following Options menu.



- 4 In the Options menu, click on Color 1.
The first color of the lettering changes to the chosen color.



- 5 Find the color you wish to apply to the second color of the lettering in the color palette, and right-click on it.
- 6 From the Options menu, click on Color 2.
The second color changes to the chosen color.



- 7 In the properties dialog, make any other changes to size, spacing, etc., and click Apply.
The finished text segment appears in the workspace.


Using Stitch Mode

In this section:

- Learn how to move through the design window and select a stitch.
- Learn how to add a trim or lock stitch to a specific stitch.

Stitch Mode

In Personalize 'N Stitch 2.0's design window, you can enter Stitch Mode to select a specific stitch and add a trim or lock stitch.

When you have the Stitch  tool selected, the Stitch Mode is activated and the Stitch Edit tool bar appears at the bottom of the design workspace. Use the Stitch Edit tool bar to move through the stitches of a design. You can move stitch-by-stitch to select the exact stitch you need.


Stitch Edit tool bar

You can use the Stitch Edit tool bar to navigate through stitches. The position slider is located on the Stitch Edit tool bar.




This slider looks like the one from the Draw Bar; however, it is quite different. This slider moves a cursor through the design on a stitch-by-stitch basis.

Selecting Stitches

The Stitch  tool allows you to select individual stitches in your designs. You select stitches by clicking on a single stitch.


To select stitches using the Stitch tool:

- 1 From the Edit tool bar, click the Stitch  tool.
- 2 To select a single stitch, click the stitch you want.
Selected Stitches are highlighted by a black box around the stitch point. To view stitch points, choose View--Stitch Points.

Moving through Stitch Designs

Once you are in Stitch Mode, Personalize 'N Stitch 2.0 makes it easy to move through the stitches in your design.

To move through a stitch design by increments:

- 1 From the Edit tool bar, click the Stitch  tool.
- 2 Select the stitch you want to view or edit.
For more information, see “Selecting stitches”.
- 3 On your keyboard, press any of the following keyboard shortcuts:
 - ♦ Ctrl+Arrow (Left, Right) = move one stitch.
 - ♦ Ctrl+Arrow (Up, Down) = move ten stitches.
 - ♦ Ctrl+Page Up = move to start of next object.
 - ♦ Ctrl+Page Down = move to start of prior object.
 - ♦ Ctrl+Home = move to first stitch in design.
 - ♦ Ctrl+End = move to last stitch in design.
 - ♦ Ctrl+Shift-Up = Move back 100 stitches.
 - ♦ Ctrl+Shift-Down = Move forward 100 stitches.

Adding a trim



You can add a trim to any stitch in a design file.

To add a trim:

- 1 Open an existing design file.



To see the trims and other commands, choose View—Commands.



- 2 Click the Stitch  tool.
- 3 Select the stitch where you want to add a trim.
- 4 From the Edit tool bar, click the Add Trim  tool.

The Trim tool is depressed and you see a trim placed at the selected stitch.

Adding a Lock Stitch

You can add lock stitches to any stitch in a design but they are best used at the start and end of a color segment. A lock stitch keeps your stitches from pulling apart by firmly attaching the thread at the location before a long stitch or a trim.

To add a lock stitch:

- 1 Open an existing design file.
- 2 Click the Stitch  tool.
- 3 Select the stitch where you want to add a lock stitch.
- 4 From the Edit tool bar, click the Add Lock Stitch  tool and select one of the following types of lock stitches:
 - ♦ Cross
 - ♦ Vertical
 - ♦ Horizontal
 - ♦ Right 45
 - ♦ Left 45

The lock stitch will be placed at the selected stitch.

Font Catalog

In this section:

- View font sample pictures for available Block, Decorative, Monogram and Script fonts.

Block Fonts










Font Name	Sample	Font Name	Sample
1940s		Albany	
Andy		Architect Block	
Athletic Outline		Bamboo	
Bedrock		Block 4mm	
Boreguard		Camelot	
Campus Block 2		Campus Block	
Century Block		Chancery	
Charlie		College	
Computer Frills		Condensed Block	
Cookie		Crisp Block	
Dairy		Dip	
Dixon		Dots	
Emilia		Extended Block	
Fadden		Freeform	
Fusion		Galaxy	

Font Name	Sample	Font Name	Sample
Gracee	ABCABC	Graffiti	ABCDEF
Greek	ΑΒΓΔΕΖ	Groovy	ABCabc
Gwen	ABCabc	Hamilton	ABCabc
Headlines	ABCabc	Hebrew	א ב ג ד ה ו ז ח ט י
Hertz	ABCabc	Homeward	ABCabc
Jacks	ABCabc	Kid Stuff	ABCabc
Knight's Table	ABCabc	Lucee	ABCabc
Marty	ABCabc	Nagoya	ABCabc
Narrow Block	ABCDEF	Norse	ABCDEF
Nymph	ABCabc	Olivier	ABCDEF
Open Block	ABCDEF	Ophelia	ABCabc
Oxford	ABCabc	Pirate Ship	ABCabc
Pirates Chest	ABCabc	Plain Block 5mm	ABCabc
Prehistoric	ABCABC	Raven	ABCabc
Scribble	ABCabc	Scribe	ABCabc









Font Name	Sample	Font Name	Sample
Serif Block 5mm	ABCabc	Sheath	ABCabc
Sherwood	ABCabc	Simon	ABCabc
Simple Block 2	ABCabc	Simple Block	ABCabc
Slither	ABCabc	Snuggles	ABCabc
Stencil	ABCabc	Techno	ABCabc
Teddy Bear	ABCabc	Two Color Greek	ABΓΔEZ
Two Color Letterman 2	ABCDEF	Two Color Letterman	ABCDEF
Vegas	ABCDEF	Virgil	ABCabc
Xanadu	ABEABC		















Decorative Fonts



















Font Name	Sample	Font Name	Sample
Barbed Wire	ABCDEF	Bear Hugs	ABCD
Books	ABCDEF	Chaplin	ABC
Christmas Time	ABCABC	Fontnesi	ABCD
Kitten	ABCDEF	Love to Go	ABCDEF















Font Name	Sample	Font Name	Sample
Melon Seeds		Olde English	
Parchment		Party Balloons	
Patriotic		Rally	
Slider		Spring Fling	
Walk this Way			









Monogram Fonts

Font Name	Sample	Font Name	Sample
Annabelle		Backham	
Baroque Beauty		Belle Epoque	
Benguiat		Blazing Glory	
Blooming Around		Blooming Bonnets	











Font Name	Sample	Font Name	Sample
Bouquet Basket		Bouquet Script	
Carriage Script		Circle Monogram	
Classic Monogram		Crown Royal	
Daisy Script		Daividia	
Decadence		Deco Sconce	
Diamond Girl		Diamond Lace	
Edwardian Elegance		Elegant Cornice	

Font Name	Sample	Font Name	Sample
Enchanted Forest		Ethereal	
Excalibur		Fanciful Flowers	
Floral Fantasy		Floral Frame	
Floral Whispers		Floral Wreath	
Garden Cheer		Garland	
Hearts Aflutter		Iron Gate	
Ivy		Lady Josephine	
Laelia		Lord Lancelot	
Lovely Lace		Lovely Linens	

Font Name	Sample	Font Name	Sample
Mazama		Meng	
Monogram 1		Monogram 2	
Morning Glory		Motler	
Ornate Tile		Parchment Monogram	
Picturesque		Royal Beauty	
Scarlet Script		Scripted Charm	
ScriptMT		Shoji	

Font Name	Sample	Font Name	Sample
Spring Fling Monogram		Spring Inspiration	
Spring Love		Terra	
Valor		Victorian Memories	
Victorian		Wreath Script	

Script Fonts

Font Name	Sample	Font Name	Sample
Allison		Autograph	
Barrista		Bliss	
Bold Script		Cannes	
Captain Jack		Caroline	
Elegance		Elegant Script	

Font Name	Sample	Font Name	Sample
English Script	<i>ABCabc</i>	Fairy Script	<i>ABCabc</i>
Favorite Script	<i>ABCabc</i>	Grab It	<i>ABCabc</i>
Handwriting Script	<i>ABCabc</i>	Independence	<i>ABCabc</i>
Italic Script	<i>ABCabc</i>	Key Script	<i>ABCabc</i>
Madeline	<i>ABCabc</i>	Moorea	<i>ABCabc</i>
Paintbrush	<i>ABCabc</i>	Plume Script	<i>ABCabc</i>
Princess Script	<i>ABCabc</i>	Regal Script 4mm	<i>ABCabc</i>
Script 4mm	<i>ABCabc</i>	Signature	<i>ABCabc</i>
Simple Script	<i>ABCabc</i>	Sorrento	<i>ABCabc</i>
Swanky	<i>ABCabc</i>	Vanilla Script	<i>ABCabc</i>
Vineyard Grace	<i>ABCabc</i>		

Glossary

Appliqué

Embroidery process that involves using cut pieces of fabric in place of large fill stitch areas. The fabric pieces are sewn into the design. The process is used to reduce stitch counts in large designs and/or to create a unique appearance.

Arc

A curved shape similar to a half circle. A baseline shape.

Automatic Trim

An automated machine process that cuts the top and bobbin thread when directed by data stored in a design file. This function is usually used after a jump or a color change. This process eliminates the need for manual trimming.

Baseline

A line on which lettering segments sit.

Bitmap Images

Paint and image-editing software such as Corel Photo-Paint and Adobe PhotoShop generate bitmap images, also called raster images. Each pixel in a bitmap image has a specific location and color value assigned to it. Bitmap images reproduce the subtle shading found in continuous-tone images, such as photographs. Bitmap images are resolution dependent. They represent a fixed number of pixels; as a result, they can lose detail and appear jagged if they are scaled on-screen.

Color Palette

A collection of thread colors for a particular brand of thread.

Color Stop

A command that instructs an embroidery machine to stop sewing a design in order to change its thread colors. Also known as *Color Change*.

Column Stitch

Formed by closely arranged zig-zag stitches. Often used to form borders. See also *Satin Stitch*.

Condensed Format

Method of digitizing in which a proportionate number of stitches are placed between defined points after a scale has been designated. With a machine or computer that can read condensed format, the scale, density and stitch lengths in a design may be changed. Also referred to as Outline Format.

Cross Stitch

Two stitches that cross at the center to form an X.

Density

Density is the number of stitches covering a given area. Large letters, large fill areas and textured fabrics, generally need higher densities. The reverse can be true as well.

Design Workspace

The design workspace includes the toolbars, menus, ribbon, and the design window containing the design you are editing. You can change the look and functionality of your design workspace by showing or hiding these elements.

Expanded Format

Individual stitches in a design that have been specifically digitized and are fixed in place. Generally, designs digitized in this format that are not converted to outlines can't be enlarged or reduced more than 10-20% without distortion because the stitch count remains constant unless the design has undergone a stitch to outline conversion.

Fill Stitch

Series of running stitches commonly used to cover large areas. Different fill patterns can be created by altering the angle, length, and repeat sequence of the stitches.

Folders

In Windows®2000/XP/Vista your designs are stored in folders. In previous Windows® versions folders were called directories.

Grouped Segments

A collection of segments that work together as a single unit. Grouped segments can be ungrouped to access individual segments if the software being used allows this.

Handles

Handles are the small boxes at each corner of the selection box you see around active segments. If you point to a handle, the pointer becomes a double-sided arrow. You can click and drag the handle to resize the selected segment or segments proportionally. Clicking and dragging the control points on the left and right side of a handle will resize the segment by width. Clicking and dragging the control points on the top and bottom sides of a handle will resize the segment by height.

Hoop

Device made from wood, plastic or steel with which fabric is gripped tightly between an inner ring and an outer ring. It attaches to the machine's pantograph. Machine hoops are designed to push the fabric to the bottom of the inner ring and hold it against the machine bed for embroidering.

Jump Stitch

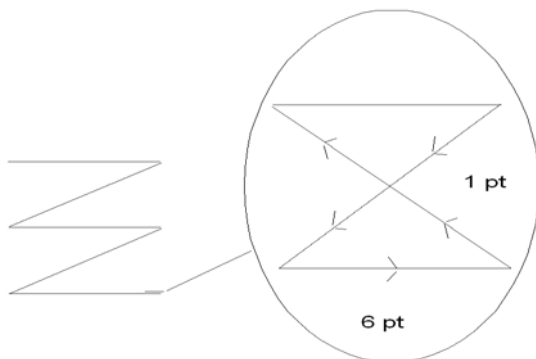
Movement of the pantograph without needle penetration, commonly used to get from one point in a design to another.

Lettering

Embroidery using letters or words. Lettering commonly called "keyboard lettering" may be created from computer software, which allows variance of letter styles, size, height, density and other characteristics.

Lock Stitch

(1) This stitch is formed by three or four consecutive stitches of at least a 10 point movement. It should be used at the end of all columns, fills and any element where a trim will follow, such as color changes or the end of a design. May be stitched in a triangle or a straight line; (2) Lock Stitch is also the name of the type of stitch formed by the hook and needle of home sewing machines, as well as computerized embroidery machines.



Machine Formats

Machine formats have their own profile settings that determine how embroidery information will be interpreted when you save design files as a machine readable format. When you use machine formats, your design information displays accurately on the screen and designs are sewn correctly on each embroidery machine. You can select a specific machine format for a design when opening or saving designs.

Monogram

Embroidered design composed of one or more letters, usually the initials in a name.

Outline file

File format for storing and retrieving designs, which allows for global changes (automatically changes density, size, stitch width, stitch count in a single operation) within that design.

Pull Compensation

Pull compensation is a technique used to help compensate for the pushing and pulling of fabric that occurs when sewing. Pull compensation changes the width of stitches to compensate for the “give” of fabric. There are two types of pull compensation:

Absolute Pull Compensation:

Absolute Pull Compensation adds the same amount (in linear measure, i.e., inches or mm.) of compensation to each side of the segment, regardless of the original segment width.

Percentage Pull Compensation:

Percentage Pull Compensation increases the width of a fill or satin segment in proportion to the original width.

Recipe

A collection of embroidery settings designed for specific fabrics.

Running Stitch

Consists of one stitch between two points. Used for outlining and fine detail.

Satin Stitch

Formed by closely arranged zig-zag stitches. Also known as a column stitch.

Segment

A single piece of a design that is created at one time. A segment has many properties such as its size, color, sequence in designs, stitch type and values, including stitching instructions.

Select tool

The Select tool, located in the Edit toolbar and in the Edit menu, allows you to work in Outline Mode. This tool allows you to select and modify individual or groups of outline segments. You can select outline segments by clicking on a single segment or by clicking and dragging to draw a box around parts of the design. Once you select outline segments, you can edit the segments.

Stitch Editing

Digitizing feature that allows one or more stitches in a pattern to be deleted, lengthened or altered.

Stitch Select tool

The Stitch Select tool, located in the Stitch Edit toolbar and in the Stitch Edit menu, allows you to work in Stitch Mode. This tool allows you to select and modify individual or groups of stitches. You can select stitches by clicking on a single stitch or by clicking and dragging to draw a box around parts of the design.

Stitch to Outline Conversion (STO)

Software feature that converts a stitch file to an outline file. In the Amazing Designs software, machine formats are converted to outlines automatically when you open or merge a design.

Stock Designs

Digitized generic embroidery designs that are readily available at a cost below that of custom digitized designs. Amazing

Designs has an ever expanding collection of designs. Visit www.amazingdesigns.com for details.

Vector Images

Vector images are images created by programs such as Adobe Illustrator (*.ai), CorelDRAW (*.cdr, *.cmx), and AutoCAD (*.dxf). Vector images are also referred to as line art or object-based graphics. Vector images are defined by mathematical equations and, as a result, can be scaled to any size while retaining their crisp outlines and details.

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